



## MECHANICSVILLE UNITED METHODIST CHURCH

7356 Atlee Road  
Mechanicsville, Virginia 23111  
804-746-5118

### CRAFT BAZAAR

Vendor Craft Fair

Saturday, November 23, 2024  
9:00 AM – 2:00 PM

It's time for our annual CRAFT BAZAAR at Mechanicsville United Methodist Church (MUMC).

We will feature a Reindeer Shop for children to shop for their families. Children 4-10 will have an opportunity to shop for brothers, sisters, moms, dads, grandmas, or grandpas, etc. All gifts will be ready to put under the tree when leaving the Reindeer Shop. All Reindeer Shop gifts are two dollars.

The kitchen will be open for breakfast and lunch during the Bazaar.

[WWW.MECHUMC.ORG](http://WWW.MECHUMC.ORG)

Our website will have the forms for vendors to print and fill out for the bazaar as well as a floor plan for the vendors request. Spaces are \$45 and will be assigned on a first come, first served basis.

Each space will be an 8' x 10' space and will be \$45.00. If electricity is requested and available, you must provide your own extension cords. We provide two chairs per space. Any fixtures or tables must be provided by vendor. Hanging or nailing or using the wall surface for display is prohibited.

Vendors may email completed forms or request copies of the forms by email or drop off at the church office (Mechanicsville United Methodist Church, 7356 Atlee Road, Mechanicsville, VA 23111.)

We will make every effort to provide the space you request and also try not to duplicate products sold at the bazaar.

The church will be open November 22, 2024, Friday Night, for setting up from 6:00pm until 8:00pm and the doors will open at 7:30am for setup on Saturday, November 23, 2024. Please be advised that set up on Friday will be **at your own risk**. The doors will be locked, but there is no overnight security.

All vendors need to be set up and all aisles cleared of boxes, merchandise carts, etc., Saturday, November 23, 2024, by 8:45 am and be ready for shoppers. Vendors are expected to remain until 2:00 PM on Saturday when the Bazaar closes.

Written confirmation with your assigned space will be emailed upon receipt of your application and payment. If you have any questions, please email Karen Cook at [kcook8076@aol.com](mailto:kcook8076@aol.com). In the subject line, please put Craft Bazaar, or call Karen Cook at 804-852-3229 and leave a message.

**Cancellation and refunds-** Cancellations must be received by November 1<sup>st</sup> so that we might rent the space to someone on the waiting list. Bring a copy of your confirmation with you to set up at the Bazaar.

### **ENTRY REQUIREMENTS**

1. Complete and sign the application. The "Hold Harmless" agreement must be signed to participate in this show.
2. Enclose a check for the booth fee. Your space will not be reserved until this fee is received.
3. Applications will be accepted until all spaces are filled.

**Food rights:** Sale of food is strictly limited to Mechanicsville United Methodist Church.

**Protection of Church property.** Nothing shall be pasted, tacked, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the building. No open flames such as burning candles are permitted.

**Parking:** Vendors will need to move their vehicles out of the parking lot after they are unloaded. Vendors must park in designated vendor parking area which will be behind the church or in the grass on the York Street side of the church. This information will be provided when you arrive.

### **THERE WILL BE NO:**

No smoking anywhere at the Craft Bazaar. Alcohol is not permitted anywhere on the church premises. No open flames permitted inside or outside.

**Electricity:** If electricity is required, we will assign a space as close to power as possible, but the responsibility of the extension cords will be the vendors. There are a limited number of spaces that will have electricity available.

### **Confirmation**

Written confirmation of booth approval will be emailed to vendor.

**Waiting List,** a waiting list will be established when all vendor spaces are sold.

**Mechanicsville United Methodist Craft Fair**  
**7356 Atlee Road, Mechanicsville, VA 23111 804-746-5118**  
**December 14, 2019**

<b>Name</b>		<b>Phone</b>
<b>Business Name</b>		<b>Work Phone</b>
<b>Type/Name of Products</b>		
<b>Address</b>		<b>Email</b>
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Number Spaces requested</b>		
<b>1<sup>st</sup> choice</b>	<b>2<sup>nd</sup> choice</b>	<b>3<sup>rd</sup> choice</b>
<b>2 chairs will be provided with each space</b>		
<b>Please check those that apply</b>		
<b>I will not need chairs</b>		<b>I will need electricity</b>
<b>I will set up Friday</b>		<b>I will set up on Saturday</b>
<b>Special Requests</b>		

**Hold Harmless Agreement: I have read forms carefully and agree to abide by them.**  
**I/We \_\_\_\_\_ agree to hold harmless Mechanicsville United Methodist Church, its members, its affiliates, associates, tenants, Committee members thereof, from any claim for damages, loss, cause of action or cost whatsoever, in connection with a Craft Bazaar, including but not limited to injury to person, damage to property, loss by fire, theft or any other cause, nor will I/we be a party to any lawsuit. This is a legal and binding hold harmless agreement.**

**Signature \_\_\_\_\_ Date: \_\_\_\_\_**

**Co-workers signatures \_\_\_\_\_ Date: \_\_\_\_\_**

**Makes checks payable to Mechanicsville United Methodist Church and mail payment with reservation form to:**

**Craft Bazaar  
MUMC – Attn: Karen Cook  
7356 Atlee Road  
Mechanicsville, VA 23111**