

## ST. Jerome Academy Craft Fair Vendor Application

Please complete all components of this form to apply for a table at the St. Jerome Academy Craft Fair. The event will be held on Saturday, December 1, 2012 from 10:00 am – 3:00 pm.

### Terms and Conditions:

- No Refunds
- Tables are rented on a first come, first serve basis
- The St. Jerome Academy Craft Fair Coordinators may choose to deny a vendor based on appropriateness of products and duplication of vendors. Vendors may not sell any type of food, drink, or any products that are deemed anti-American or unsafe.
- Set-up begins at 7:30 am on December 1<sup>st</sup>.
- Tables will be indoors
- \$75.00 fee for a single table
- 50% deposit is required by November 5, 2012. Remaining fee is due by November 16, 2012.
- Table size is 6' by 3'.
- Vendors are responsible for the set-up and clean-up of their table(s). Vendors cannot impair other tables (i.e. sign or display blockage). Vendors will not be allowed to move table locations once a table has been assigned. No exceptions.
- Cancellation Policy: Any vendor, who is not paid in full by November 16<sup>th</sup>, will lose their deposits, and their space will be released. If a vendor cancels after November 1<sup>st</sup>, they will lose their deposit.
- Vendors keep all profits from their booths.

Name \_\_\_\_\_

Business Name (If applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

**Brief description of product(s)** \_\_\_\_\_

Type of Products: Fine Art \_\_\_\_\_ Handmade \_\_\_\_\_ Jewelry \_\_\_\_\_ Crafts \_\_\_\_\_

Wood Works \_\_\_\_\_ Holiday \_\_\_\_\_ Other \_\_\_\_\_

### **Send Application To:**

St. Jerome Academy  
5207 42<sup>nd</sup> Place  
Hyattsville, MD 20781  
(301) 277-4568

### **Vending Times**

Vendors and their vehicles will be allowed on the premises starting at 7:30 am. Vendor vehicles must be removed from the Rectory parking lot by 9:30 am. The vehicles may be moved to one of the two parking lots across from the Rectory. The doors for the Craft Fair will open at 10:00 am. The Craft Fair ends at 3:00 pm. Vendors may bring their cars onto the Rectory parking lot at 3:00 pm.

### **Vendor Sales**

Vendors shall contain all sales to their designated spaces.

### **Cancellations and Deposits**

St. Jerome Academy reserves the right to approve or disapprove any application. A 50% deposit is due with the application. If your application is not accepted the deposit will be returned. Payment in full is due by November 16, 2012. If your full payment is not received by this date you will forfeit being part of The St. Jerome Academy Craft Fair and your deposit will not be refunded.

### **Liability**

The applicant agrees to hold harmless and indemnify St. Jerome Academy and St. Jerome Church staff for any and all liabilities, losses, claims, damages, and expenses to the property and personal injury arising from or out of the installation, set-up, operation, dismantling, and/or removal of materials if caused in whole or in part by the act or omission of the vendor, its agents, contractors, or employees.

### **Lost or Stolen Property**

The vendor agrees to assume all responsibility for vendor items and materials brought to the Craft Fair. St. Jerome Academy shall not be responsible for theft or loss of property. At no time should items be left unattended.

### **Craft Fair Location**

St. Jerome Academy Gold Room  
5205 43<sup>rd</sup> Avenue  
Hyattsville, MD 20781

### **Craft Fair Contact**

Suzie Ritz  
(301) 277-4568  
[library@stjeromes.org](mailto:library@stjeromes.org)

Christie Cooper  
(301) 277-4568  
[ccooper@stjeromes.org](mailto:ccooper@stjeromes.org)

**\*\* I have read all of the guidelines and agree to abide by the rules set forth by the Craft Fair coordinators. I realize failure to do so may result in my not being included in future fairs.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

