



Christmas Craft and Vendor Fair

Central Assembly of God | 350 Putnam Road | Wauregan CT 06387

November 19, 2022 | 9AM - 4PM

Vendor Information

- All fees are due upon submission of your application; applications submitted without payment information will not be considered **until** payment is received. Payment **will not** be processed until an application is **approved**.
- As part of the registration, each vendor must donate an item or gift basket with a minimum retail value of thirty dollars (\$30.00). Your donation cannot be a gift card to your business. It must be a tangible item. Central will sell raffle tickets to event attendees to benefit the church building fund. It is encouraged to include a business card with your item.
- **Early** registration application deadline is **September 9**. All applications submitted by this date will be considered all at one time. Notification will be made by **September 14**.
- If the event does not fill during the early registration, applications received **after September 9** will be considered on a first-come, first-serve basis and notification will be made upon approval.
- **Deadline** for **all** applications and registration fees is **October 14**.
- Only *one* representative per business will be accepted (Mary Kay, Pampered Chef; etc.)
- Vendors selling or serving food must have required permits from the health department. All food must be premade for the fair. A copy of permit must accompany the application.
- Once an application is approved, it is non-refundable.
- If the event is **cancelled** due to a state or local emergency order, health or safety concerns, vendors will receive a full refund of their vendor fees.
- Submit application and check to **Central Assembly of God, PO Box 202, Wauregan CT 06387**.
- If event is **postponed** (non-refundable) due to inclement weather, new date will be **November 26**.

If application is approved

- All vendors must sign in at vendor check-in table prior to setting up. Your donated item/gift basket will be collected at this time. Someone will direct you to your space. Spaces are determined **by coordinator** prior to event.
- Vendors must unload their vehicles completely and move/park their vehicle before setting up their area.
- Each space must have a responsible person at all times and vendors must remain for the entire duration of the craft fair.
- Set-up will take place on the day of the fair at 7:30am and completed by 8:45am.
- Each participant will be responsible for cleaning up their own space at the end of the Fair, clean-up starts at 4:15pm.

Application

Vendor Information | CT Sales Tax number & Insurance is required

Name of Business: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Connecticut Sales Tax Number: _____

Insurance Policy Carrier and Policy Number: _____

Product(s) Category: ☐ Art ☐ Beauty ☐ Clothing/Attire ☐ Food ☐ Home/Decor
☐ Jewelry ☐ Other _____

Description of products/items to be sold:

Vendors selling or serving food **must** have required permits from the health department. All food must be premade for the fair. A copy of permit **must** accompany the application.

Vendor Fees

Quantity	Item	Amount	Total
_____	Space Rental	\$50	\$ _____
	5' x 10'		
_____	Table Rental	\$10	\$ _____
_____	Electric Hookup	\$20	\$ _____
	Total Amount		\$ _____

Any questions please call Event Coordinator
Marie Lefrancois at 860.617.3439

Deadlines and Dates

Early Deadline | **September 9**

Notification will be made by September 14

After September 9 | first-come, first-serve basis
and notification will be made upon approval.

Final Deadline | October 14

Submit application and check:

Central Assembly of God

PO Box 202

Waugrean CT 06387

860.779.0682 | centralassembly@sbcglobal.net

Event Agreement

I hereby agree to abide by the rules and regulations set forth by Central Assembly of God. I understand and agree that there will be no refunds and that the decisions of the coordinator are final. Further, I hereby release and discharge Central Assembly from any responsibility, personal liability, loss, claim, illness, or damage arising out of or in connection with this vendor fair.

Signature _____

Date _____

Internal Use Only

Date Received: _____ Amount Received: _____ Check #: _____

☐ Approved ☐ Not Approved

Notified on: _____ By: _____