

# Trinity Episcopal Church

## 2024 Christmas Bazaar Vendor Application

Friday, December 6th - 3pm to 9pm  
Saturday, December 7th - 9am to 3pm

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

PRODUCT DESCRIPTION: \_\_\_\_\_

Each rental space is approximately 8 ft. X 4.5 ft. and will accommodate one standard 8 ft. table with chairs behind it. We are unable to provide double spaces this year.

We encourage you to bring your own table or display fixtures. A limited number of tables are available on a first-come, first-served basis and at least one chair will be provided.

I would like a table circle one YES NO

I will need an electrical outlet: circle one YES NO (limited, please your own extension cords)

**We will choose vendors based on available space, product selection, and general “fit” with the theme of bazaar and our own product offerings. Preference will be given to handmade items. The Bazaar Planning Committee reserves the right to decline any application for any reason that is in the best interest of Trinity Church.**

**Fee:**

- Parish Members - \$50.00 per space plus an item donated to our Penny Social
- Non-Members - \$75.00 per space plus an item donated to our Penny Social

**Application consideration will begin early September. Applicants will be notified as they are accepted and consideration will continue until all spaces are filled. Payment is due within 10 days after you are notified of acceptance. Donated items must be submitted prior to 2pm on Friday, December 6th.**

Please make checks payable to Trinity Episcopal Church and clearly indicate “Bazaar Vendor” in the memo field. Please note that fees are non-refundable unless Trinity Church cancels the entire bazaar.

We encourage you to provide us with a few photos of your booth or products that we may use in considering your application as well as for use in promoting vendors on social media and our website.

## Policies:

### Taxes & Permits

All vendors are responsible for obtaining any permits necessary for manufacture of items being sold. Vendors are also responsible for collecting and remitting any sales tax due to the State of Rhode Island for sales made at the Trinity Bazaar or obtaining an exemption for the sales of artistic works. Trinity is obligated to collect information about your sales and report them to the RI Department of Taxation.

### Set-up and Breakdown

Vendors may set-up any time during the following hours:

- Thursday evening, December 5th from 6pm to 9pm
- Friday afternoon, December 6th from 1pm to 2:45pm (Must be ready to sell by 3pm when the doors open)

When you arrive, please ask for the Vendor Coordinator, who will show you to your assigned space. You may park your vehicle in the visitor's spaces near the front door to the parish house (gray building) while you unload. A ramp is available if you wish to use a dolly or cart. As soon as you are finished unloading, please move your vehicle to the back of the lot across the street or to a space indicated by bazaar organizers.

All vendors must break-down and remove their belongings at the close of the bazaar on Saturday between 3pm and 6pm. The hall will remain open until at least 6pm. Please leave your space in the same condition you found it. Trash receptacles will be available in the common areas.

### General Rules

- Vendor spaces must be manned at all times
- Our theme this year is simply "Christmas Bazaar." Please present your table with our theme in mind and make your space feel festive.
- Do not attach anything to the walls, woodwork, or any Trinity-owned fixtures. Our space was recently painted. We reserve the right to bill any vendor who causes damage for the cost of repairs.
- Gaffer's or Blue or Green painter's tape ONLY may be used on the floor if needed to hold-down cords.
- If your space includes a bulletin board, you may attach posters or lightweight items to it with push-pins, provided you do not damage items or artwork already on the board.

**Liability Clause:** I hereby release Trinity Episcopal Church from any and all liability for injury, loss or damage to merchandise arising from the Christmas Bazaar held on the property of Trinity Episcopal Church. I understand it is my responsibility to obtain proper permits for manufacture of goods I sell and that it is my responsibility to collect and remit any sales tax due to The State of Rhode Island for sales made at the Bazaar.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please return application no later than November 19, 2022 to:**

Trinity Episcopal Church  
Attn: Bazaar Vendor Captain  
249 Danielson Pike  
North Scituate, RI 02857

**Email:** [webmaster@trinitynorthscituate.org](mailto:webmaster@trinitynorthscituate.org) (clear photos/scans of applications are acceptable)