



Edinburg First United Methodist Church

Vendor Guidelines

In order to ensure the integrity of the event at Edinburg First United Methodist Church, all vendors participating in the bazaar agree to abide by the Vendor Guidelines as set forth below.

- 1. Payment:** Needs to be received no later than 14 days prior to the event. Check or money order must be payable to Edinburg First United Methodist Church. Fees are non-refundable. Space can be rented on the morning of the sale, if available. Spaces are assigned on a "FIRST REGISTERED, FIRST SERVED" basis. You may drop your payment at the church office, mail it to the church, or call (956) 330-7368 for more information.
YOU MAY NOT CHARGE OR SELL PART OF YOUR SPACE TO ANYONE.
- 2. Check-in:** Vendors can set up between 7 a.m. and 7:45 a.m. on the day of the event.
- 3. Parking and Unloading:** Vendors MUST park in the DESIGNATED parking area after unloading. No vehicles are allowed around the bazaar booths after 7:45 a.m.
- 4. Electrical Outlets:** None are available.
- 5. Water:** There are no water faucets available.
- 6. Vendor Setup:** Vendor agrees to provide his/her own tables, chairs, tent, canopy and necessary equipment and be responsible for operations. All tents must be weighed down to prevent damages to other vendors, vendors' merchandise, customers, or pavement. No stakes, please. Vendor spaces are marked. Vendors must stay within the space markings.
- 7. Vendor Teardown:** No vehicles are allowed in the booth area before 1:00 p.m. Vendors agree to remove all items from the grounds by 2:00 p.m. ALL trash, including empty boxes and packing materials, must be removed. The area must be left in the same condition that it was found.
- 8. Insurance/Hold harmless:** Vendor releases and holds harmless the Edinburg United Methodist Church. Vendor acknowledges the Edinburg United Methodist Church is not responsible for loss of or damage to personal property or for personal injuries to booth workers. **Cancellation:** If the event is canceled by Edinburg First United Methodist Church due to a catastrophic occurrence, A FULL REFUND WILL BE GRANTED. However, if the event is postponed due to weather, a rain date will be scheduled, if the rain date is canceled, a refund will be given.
- 9. Advertising:** Edinburg United Methodist Church will advertise in the church newsletter and place a large sign on grounds. We will also use flyers, social media, and local newspapers.
- 10.** No pornography, alcohol, tobacco, firearms, live pets for sale. If you are found selling any of these items during the sale, we may ask you to leave immediately.

NOTE: VENDORS NOT FOLLOWING THESE GUIDELINES MAY BE EXCLUDED FROM FUTURE EVENTS.

Signature _____ Date _____