

Broad Brook Congregational Church  
**Craft and Vendor Fair**  
**Saturday June 9<sup>th</sup>, 2018**  
9:00 am to 4:00 pm  
**Rental Rules and Regulations**

**Event Schedule:**

Event will take place on Saturday June 9th, 2018 from 9:00 am to 4:00 pm. Rain or shine.

Location is Broad Brook Congregational Church, 122 Main Street, Broad Brook, CT 06016. (Indoors & Outdoors)

Vendors should arrive for set up at 8:00 am.

**Payment Terms & Conditions:**

Cost of event is \$30 10 X10 space for outdoors, \$45.00 for 8 ft table indoor space. Fee covers Booth and Advertising costs.

Completed Rental Agreement, optional Business card and payment are required to successfully register.

Checks made payable to Broad Brook Cong'l Church. NOTE: A fee of \$25 will be charged for all returned checks.

All paperwork, payment and business card must be mailed to Broad Brook Cong'l Church, Broad Brook, CT 06016 by 5/25/18.

Please contact [staff@broadbrookcongregationalchurch.org](mailto:staff@broadbrookcongregationalchurch.org) with any questions.

No one shall book space for anyone other than themselves and shall be responsible for their booth.

An acceptance letter will be emailed to you upon receiving your completed application, optional business card and payment.

All equipment (canopy, tables, chairs, etc) is the responsibility of the vendor.

No refunds will be issued.

**Policies & Regulations:**

The Broad Brook Congregational Church (BBCC) reserves the right to locate and move booths as needed.

The BBCC reserves the right to close any booth for inappropriate event representation including issues or concerns with staffing or booth presentation.

The BBCC is not responsible for any losses or damages that may occur.

Rental spaces are 10' x 10' for outdoor spaces. Indoor spaces include an 8 ft table and 2 chairs.

All canopies must be weighted for safety.

No electric hook-up available.

Please ensure set up is complete and vehicles are removed from the vendor area by 9:00 am.

Vendor parking will be directed by BBCC.

**Booth & Product Restrictions:**

Vendors may not sell or give away any food or beverage for immediate consumption.

No alcoholic beverages of any kind are permitted on the grounds or in the parking lot.

High strikers, crazy string, disappearing ink, any type of guns and lasers are banned from the event.

Anyone selling any illegal merchandise shall be closed and shall remove booth from the grounds immediately.

No amplifiers, radios or other musical device shall be used that interferes with neighboring booths.

Vendor must display the prices charged for their products at all times in full view of the public.

**The undersigned acknowledges that they agree to comply with all fees, terms, conditions, policies, rules and regulations on the Rental Rules and Regulations document of the BBCC.**

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

(Application must be accompanied by all required paperwork and payment received by May 25th, 2018)