

Vendor Service Agreement

for Christmas bazaar



1. Parties

This agreement is made between:

Church Name: Open Bible Christian Center

Vendor Name: _____

2. Christmas Bazaar Schedule

Start Date: 12/4/2025 End Date: 12/6/2025

3. Christmas Bazaar Times

Thursday: 10:00am - 6:00pm

Friday: 10:00am - 6:00pm

Saturday: 10:00am - 2:00pm

4. Items for Sale

Description of items for sale: _____

5. Responsibilities

- **Vendor:** Set-up time 8:00am
- **Vendor:** Responsible for all items in your booth
- **Vendor:** You can leave your items over night
(Please take your money box home)

6. Space is 10'x10'

WITH Power outlet \$75.00 (Limited) ☐

WITHOUT Power outlet \$50.00 ☐

OUTSIDE Food Truck (no hookups) \$100.00 ☐

Payment Due
the time you
sign up for a
booth/space

7. Payment Terms

Total Fee: _____ Method of Payment: _____

Church Signature: _____ Date: _____

Vendor Signature: _____ Date: _____

CHRISTMAS BAZAAR VENDOR AGREEMENT

1. Registration:

All vendors must register for the event in advance and pay the fee.

Deadline for payment and reservation is November 30, 2025.

Pay Vendor fee at the time of application. We accept cash, check or credit cards in person at the church office Monday-Wednesday 8am to 3pm and must be received no later than application deadline above. Checks should be made payable to OPEN BIBLE CHRISTIAN CENTER.

Registration Fee is non-refundable. A signed vendor agreement form.

2. Setup and Booth Space Allocation are:

Approximate 10'x10' Space, Vendors must arrive at the venue at 8am to check in and setup.

Booth/Space positions will be allocated by the event organizers and must be adhered to strictly.

Nametags will be given for identification

3. Booth/Space Requirements:

Vendors are responsible for bringing their own tables, chairs, and other necessary equipment for their booth/space. Booth/Space should be decorated and kept presentable throughout the event.

4. Product Guidelines:

Items and products for sale can be anything giftable, usable, or edible.

Products should be of good quality and appropriate for all age groups.

Possession, display, and/or sale of the products must not violate any law.

The organizers, in its sole discretion, reserves the right to prohibit the display and/or sale of any item that is unsafe, morally inappropriate or is not in keeping with the nature of the event.

No open flame. (candles etc.) Provide containers or bags for products sold.

Transactions may be Cash, Venmo or Credit Cards (Vendor is responsible for their booth/space).

5. Health and Safety Regulations:

Vendors must comply with health and safety regulations. This includes maintaining cleanliness and ensuring food safety if selling edible goods.

All vendors selling food items must have appropriate food handling permits and comply with local health codes.

Vendors are responsible for handling their own sales and transactions. The event organizers will not be responsible for any disputes arising from sales or transactions.

6. No smoking, alcohol, or vaping on church property

7. Your vehicle must be moved to the upper parking lot after you unload your vehicle to insure parking for the shoppers.

8. Clean Up:

Clean up may begin at 2:00 pm and must end by 4:00 pm.

If you have a bag of trash we can dispose of it for you.