



BASILICA SHRINE
OF ST. MARY

Registration Form
Basilica Shrine of Saint Mary Holiday Bazaar
The Upper Room 1871
412 Ann St.
Wilmington, NC 28401
Saturday, November 4, 2017
10:00am – 4:00pm

Holiday Bazaar Vendor Application

Company Info:

Information listed below will be used for the table signage and vendor listing in the program.

Company Name: _____

DBA: _____

Contact Name: _____ Title: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Website*: _____

Etsy*/Facebook*/Twitter*: _____

Type of product(s): Please check all that apply.

- | | | | |
|-------------------------------------|---|--|---------------------------------------|
| <input type="checkbox"/> Antiques | <input type="checkbox"/> Clothing | <input type="checkbox"/> Fabric Art | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Baby Items | <input type="checkbox"/> Collectibles | <input type="checkbox"/> Fine Art | <input type="checkbox"/> Local Artist |
| <input type="checkbox"/> Books | <input type="checkbox"/> Craft | <input type="checkbox"/> Food | <input type="checkbox"/> Pottery |
| <input type="checkbox"/> Canvas Art | <input type="checkbox"/> Direct Sales Product | <input type="checkbox"/> Handmade | <input type="checkbox"/> Sculpture |
| <input type="checkbox"/> Cards | <input type="checkbox"/> Dolls | <input type="checkbox"/> Illustrations | <input type="checkbox"/> Woodworking |

Other: _____

*If you are not represented online, please email (holiday2017@thestmaryparish.org) a picture of your items.



List of items to be sold: _____

Additional information: _____

Vendor/Exhibitor requests the following table size and agrees to pay the following fee:

Table (6' Rectangle w/2 chairs) \$40 x ____* = ____ (*= number of spaces needed)

Table (8' Rectangle w/2 chairs) \$40 x ____* = ____ (*= number of spaces needed)

Please check box if you require electricity

Electricity is available on a first come, first serve basis.

Chinese Auction: As part of the holiday bazaar, we are asking each vendor/exhibitor to donate an item to be used in a Chinese auction. Any funds raised from the Chinese auction will benefit ministries at the Basilica Shrine of Saint Mary. Please provide us with a detailed description of the donation and photo/link:

For the application to be considered, the following must be mailed/emailed or dropped off:

- Completed Vendor Application**
- Signed Terms and Conditions**
- Mail or Email photographs or images of products**
- Payment:**

Total Payment Enclosed: _____

Method of payment: **Check** (Make payable to the Basilica Shrine of Saint Mary)

Cash

Credit Card

(CC#: _____, Exp. Date ____/____, Cid _____)

Cardholder's Signature _____

- Mail/email/drop off package to Simone Amato**

(holiday2017@thestmaryparish.org, 412 Ann St., Wilmington, NC 28401) by October 21, 2017





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Terms and Conditions:

- 1. Setup/Breakdown:** All exhibitor/vendors must be set-up and ready to sell by *9:45am November 4, 2017*. Exhibitors/vendors may begin setting up at *7:30am, November 4, 2017*. Break-down can begin no earlier than 4:00pm on Saturday, November 4, 2017 and must be completed by 5:00pm. No exhibitor/vendor is to close their space prior to 4:00pm. Exhibitors/vendors are responsible for their spaces. Please ensure your area is clean and trash-free.
- 2. Staffing:** Exhibitor/vendor tables must be manned at all times and intact until bazaar closes at 4:00pm. The Basilica Shrine of Saint Mary is not responsible for exhibitors/vendors merchandise or materials.
- 3. Exhibitor Items:** Items for sale at the exhibitor's/vendor's booth will be approved prior to the bazaar. Any items/merchandise not considered appropriate will be removed. Exhibitors/vendors that do not have digital media should submit photos with their application.
- 4. Exhibitor Responsibility:** Exhibitor/vendor will be fully responsible for any loss or damage to their property by theft, fire or casualty. The Basilica Shrine of Saint Mary is and will not be held responsible for any loss or damage to the exhibitor's/vendor's property by theft, fire or casualty.
- 5. Exhibitor/Vendor Space:** Exhibitor/vendor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for the bazaar attendees. If you have special space needs, please include your request with the application and we will make every effort to accommodate you. Spaces are reserved on a first-come, first-served basis. Exhibitors/vendors will ensure that their display equipment does not extend beyond the space that has been allocated. This includes but is not limited to rails, stands, displays, etc.
- 6. One business per table:** Only one (1) business per table.
- 7. Acceptance:** The Basilica Shrine of Saint Mary reserves the right to decline any application for space that is inappropriate or is not in the best interest of the Basilica Shrine of Saint Mary 2017 Holiday Bazaar. Only one (1) representative from each/any of a Direct Sales company will be accepted. (Eg. Mary Kay, 31, Tupperware, etc.)
- 8. Payment:** The full payment is a non-refundable, registration fee for the selected space (table, chairs & table signage) and is due at the time the application is submitted. This fee will be used to cover incidental costs that might be associated with the event and any overages will be used to support the ministries of the Basilica Shrine of Saint Mary.
- 9. Electricity:** Electricity will be available on a limited, first-come, first-served basis and is not guaranteed. If the exhibitor/vendor needs electricity the event coordinators will communicate availability once the application has been reviewed.
- 10. Tables & chairs:** Each exhibitor/vendor will be provided a table and two (2) chairs for their space. If additional chairs are needed they may be available, please include on the application in the additional information section.
- 11. Cancellation of space:** The fees are non-refundable. The Basilica Shrine of Saint Mary is not responsible for conditions that prevent the exhibitor/vendor from participating. No refunds will be made for weather, illness, accident or other cause of non-participation.
- 12. Indemnification:** Exhibitor/vendor agrees to indemnify and hold harmless the Basilica Shrine of Saint Mary from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including but not limited to attorney's fees, arising out of or related to the operation of the exhibitor/vendors at the Upper Room 1871 on the Basilica Shrine of Saint Mary's grounds.
- 13. Applications:** Application forms are also available at the Basilica Shrine of Saint Mary parish office, by calling Simone at ext.113 or emailing Simone at holiday2017@thestmaryparish.org. **By signing below you are agreeing to the terms and conditions stated above. Your application will not be processed without a signature.**

Name: _____ Date: _____

