



St. Matthias Episcopal Church

2nd Annual Pet Blessing and Vendor Fair

Vendor Terms & Conditions

- Date:** Saturday, October 19, 2024
- Time:** 10:00 am – 4:00 pm
Pet Blessing: 11:00 am – 12:00 pm
Raffle: 2:00 pm (must be present to win)
- Location:** St. Matthias Episcopal Church
574 W. Montrose Street • Clermont, FL 34711
West Parking Lot (on the corner of Montrose St. & Lake Ave.)
- Set-Up:** 7:30 am – 9:30 am
- Clean-Up:** 4:15 pm – 5:00 pm
- Contact:** Keith Whitacre
keith.whitacre@gmail.com • 952.239.5870

What we will provide:

- A 10' x 10' space located outside (for Pet vendors) **OR** a 5' x 6' space located indoors (for Craft vendors)
- Chairs (2 per vendor), if needed
- 2 **FREE** Food Coupons
- Volunteers to help with set-up & clean-up
- Every attempt will be made to not duplicate vendors with the same wares

Vendor Request:

Required

- Table with a floor length table covering
- At least one person at your booth
- Signed St. Matthias Vendor Application
- Space paid for – **Deadline 10.01.24**
- Advertise in physical business, social media, and/or website

Suggested

- 10' x 10' tent (outside spaces)
- Extra chairs
- Small, inexpensive give-away or gift
- At least one item to raffle
- Business Cards

Costs:

- Cost is \$40.00 for each outside vendor **OR** \$25.00 for each inside vendor
- Payment methods – Check or Credit/Debit Card
- Make check payable to St. Matthias Episcopal Church (Memo: Pet Blessing Vendor)
- Credit Card Payments:
 - Go to the following link: <https://stmatthiasfl.com/online-giving/>
 - Click on the blue box titled “Give Online”
 - Complete required information, indicate Amount and Fund (choose Pet Blessing)
 - Click continue and follow payment instructions
 - System will email you a receipt
- Your payment will not be processed until you have been accepted (if you are not accepted for any reason, your check will be returned to you uncashed)

The full payment is a non-refundable fee for the selected space and is due with the submission of this application. This fee will be used to cover advertising and other incidental costs associated with the production of this event. You will be notified of your acceptance by email.

This is a rain or shine event, and St. Matthias is not liable if weather or other conditions prevent the vendor from attending and fulfilling the contractual obligation as a vendor. No refunds will be made for non-participation.

Day-Of Information:

- All vendors **MUST** check-in at the St. Matthias Tent prior to setting up (you will be shown your spot from here)
- Once you have unloaded, please park your vehicles in the parking lot to the right of the church
- **All vendors must be ready to go by 9:30 am on Saturday morning**
- All tables **MUST** be manned at all times (volunteers will be available to give periodic breaks, answer any questions, or provide assistance but will not act as your selling agent)
- Vendors will be responsible for cleaning up their display area and disposing of any trash
- All vendors are asked to refrain from disassembling their set up until the official closing time
- **All displays must be removed by 5:00 pm on Saturday evening**

Extra Information:

- All items for sale **MUST** be appropriate and family friendly (St. Matthias Episcopal Church and its representatives reserve the right to remove any items from a display that does not fall into this category)
- If you are required to collect sales tax, that will be the responsibility of the vendor
- Alcoholic beverages, smoking, and unsupervised children are **PROHIBITED** in church buildings and on church grounds

Questions:

Thank you for your participation and support!



St. Matthias Episcopal Church

2nd Annual Pet Blessing and Vendor Fair

Vendor Application

Application Deadline: October 1, 2024

Our hope is to provide a venue for pet vendors and community artisans to showcase their handiwork, support home businesses, and bring awareness to non-profit organizations. Proceeds from the 2nd Annual Pet Blessing & Vendor Fair will benefit St. Matthias' Community Outreach Projects.

Vendor Name: _____

Please indicate the type of vendor you are:

_____ Artisan Vendor _____ Retail Vendor _____ Pet Vendor _____ Non-Profit

Company Name: _____ Phone: _____ - _____ - _____

Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Describe items to be displayed and sold: _____

Reservation:

___ \$40 10' x 10' outdoor space Maximum of 1

___ \$25 5' x 6' indoor space Maximum of 2 Number of Spaces: _____

\$ _____ Total Enclosed Payment Method: Check _____ Credit/Debit Card _____

Do you need chairs? (2 per vendor) _____

Email or Mail Completed Application to:

Keith Whitacre keith.whitacre@gmail.com

St. Matthias Church Office saintmatthiasfl@gmail.com

528 W. Montrose Street • Clermont, FL 34711

Cancellation Policy: Advanced registrations are essential in order for us to plan the event. There will be no refunds for cancellations as fees pay for advertising and incidental costs associated with the production of this event.

Hold Harmless: The undersigned does hereby discharge, release, and hold harmless St. Matthias Episcopal Church and representatives from personal injury, property damage, or theft. By my signature I declare I have read and fully understand the accompanying terms and conditions concerning the St. Matthias Episcopal Church's 2nd Annual Pet Blessing & Vendor Fair.

Signature: _____ Date: _____

Printed Name: _____