



SALEM

UNITED METHODIST CHURCH

Pancake Breakfast and Holiday Shop Fundraising Event 2023 Vendor Application

- Date:** Saturday, December 2, 2023
Times: 8:00 am to 10:30 am
Booth Fee: \$25.00
Location: Fellowship Hall at Salem United Methodist Church
7901 Bradshaw Road, Upper Falls, MD 21156
Space: One table (8 foot). We supply tables and please note we cannot guarantee proximity to power outlets, nor are extension cords provided. You may bring your own table if you prefer, not to exceed 8 feet in length.
Application: Please complete and return with payment on or before November 17, 2023. Spaces are on a first come, paid in full agreement basis to secure your spot. All accepted applicants will be notified by email. By submitting this application, you signify you agree to the terms laid out in the 2023 Vendor Agreement attached to this application. Please keep the agreement for your records and reference. Booth fee is non-refundable.

NAME _____ PHONE _____

EMAIL _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

WEBSITE/SOCIAL MEDIA _____

PLEASE DESCRIBE THE CONTENTS OF YOUR BOOTH:

Please mail or email completed application to:

Salem United Methodist Church
Attn: Tara Kully
7901 Bradshaw Road, PO Box 192
Upper Falls, MD 21156
salemunitedupperfalls@gmail.com



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Pancake Breakfast and Holiday Shop Fundraising Event 2023 Vendor Agreement

- The Holiday Vendor Event is designed for crafters/artists and direct sales/home-based business consultants to show their support to the community through fundraising for Salem United Methodist Church.
- All vendors must pay a non-refundable \$25 application fee to secure their spot at the event.
 - o Checks should be made payable to Salem United Methodist Church
 - o Checks/Cash/Money Orders along with your application should be turned in to the Salem UMC Church office or mailed to Salem United Methodist Church, Attn: Tara Kully 7901 Bradshaw Road, PO Box 192, Upper Falls, MD 21156
- Only one national direct selling vendor for the same company will be allowed to participate in this event.
 - o Examples include but are not limited to Avon, Pampered Chef, Jamberry, Thirty-one, etc.
- Space is limited, so this will be on a first come, paid in full agreement basis to secure your spot.
 - o Payment will be returned to all vendors who were not the first received application. Your information will be added to our wait list in case of cancellation. If you are contacted to fill a cancellation spot, payment will be due within 5 days, or we will continue to offer to the next vendor on the wait list.
 - o Vendors may email Tara Kully at salemunitedupperfalls@gmail.com to verify if a spot is still available for direct sales vendors.
- Vendors will be provided a table and a small area around it to use as needed. Please note that proximity to outlets cannot be guaranteed, nor are extension cords provided.
- Vendors may begin to set up at 7:00am and must be completely set up by 8:00am.
- Vendors are responsible to pack up, tidy and vacate their area by 11:30 am.
- Vendors are encouraged to have Cash & Carry items at their table. If you offer Cash & Carry items, you are responsible to have cash on hand to make change for the customer. All vendors are responsible to collect the appropriate sales tax and any applicable shipping costs for items sold or ordered as Salem UMC bears no responsibility for these.
- Vendors are responsible for delivering or scheduling a pickup time with anyone who chooses to place an order with them. Salem UMC holds no responsibility for pickup or delivery of items.
- Vendors are permitted to hold a door prize drawing at their table. However, raffles/games of chance are not permitted.
- If a vendor is unable to participate at the scheduled event after submitting signed contract and payment, there will be no refund issued. Salem United Methodist Church will consider this a donation on your behalf.
 - o It is required that if you are no longer able to participate that you contact Tara Kully as soon as possible so we have an accurate vendor count.
- Salem United Methodist Church does not bear any responsibility for setup, breakdown, product satisfaction/performance, and/or security needs.
- The Salem United Methodist Church Pancake Breakfast and Holiday Shop Fundraising Event is a church-based, family-oriented event and vendors are expected to express their items in a family friendly way. Any vendor not complying with this request will be asked to leave with no refund issued.
- All vendors agree to allow images taken during the event to be used by Salem UMC for promotional and/or marketing purposes.

Event: Saturday, December 2, 2023 8:00am – 10:30 am