

1. Craft Fair is scheduled for Saturday Sept 17, 2022, 9:30am to 3:00pm. It is indoors so there is no rain date.
2. Vendor Fee is \$50.00 to reserve space. (Vendor supplies table for items.)
3. Vendor Fee is non-refundable unless reservation is denied.
4. Fair is for "Handcrafted items" only. Vendor affirms their items are indeed handcrafted.
5. Set up begins at 8:30am. All vendors are expected to be ready for 9:30am opening time.
6. Vendor must pack and leave by 4:00pm.
7. Vendors must show proof of insurance with minimum liability of \$1 million naming Church of the Holy Innocents, Archdiocese of New York, Cardinal Dolan, Dominican Fathers as additional insured. Certificate of Insurance (COI) must be received with your reservation.
8. Church of the Holy Innocents is not responsible for any lost or stolen items.
9. Only one vendor per table reservation unless prior authorization is obtained.
10. All vendors must restrict their business to their table. Fliers are allowed only at your table.
11. Petitions of any kind are prohibited.
12. Non-vendors may not conduct any business or hand out any kind of distribution.
13. No food or beverages may be sold from vendor tables unless specifically identified as a food vendor.
14. Vendors are responsible to collect and remit sales tax, if applicable, to NYS Comptroller.
15. Church of the Holy Innocents representatives reserve the right to prohibit the sale or display of any material deemed offensive. As a family friendly event all items must be appropriate for children.
16. Hold Harmless: By signing this form, you affirm and agree to hold harmless the Church of the Holy Innocents, the Archdiocese of New York, Cardinal Dolan, the Dominican Fathers, its directors, officers, clergy, employees and staff from any and all loss, claims, action, suit or liability to third person (including attorney fees at trial and appeal), from any cause whether directly or indirectly related to this even or the agreement including but not limited to claims for injury to persons including death or destruction of property; whether intentional, negligent or consequential as a result of or omission of yours, or the officers, director, employees, or agents of your business.

Agreement made between Church of the Holy Innocents and

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

Print name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Vendor Business Name: \_\_\_\_\_

Vendor website/Etsy/Instagram or other page/site: \_\_\_\_\_

Address, State, Zip \_\_\_\_\_

List products to be sold or exhibited: \_\_\_\_\_

Special requests: \_\_\_\_\_

**Fee of \$50 is due before September 1, 2022. Email signed contract to [office@hiparish.org](mailto:office@hiparish.org) or bring to the parish office Mon–Fri 9am – 1:30pm. Write checks to: Church of the Holy Innocents**

Space reservation is on a first come basis and not guaranteed until payment, contract and COI are received and processed.

Looking forward to working with you. Ginny Brentano 914-769-2854 or Tim Kelley 914-741-5132