



# FR. BERNARD YOUTH CENTER

## Contract & Policies

Fr. Bernard Youth Center is excited to host a Summer Vintage Fair Fundraiser!

Our guests will walk the grounds of Fr. Bernard Youth Center and have the opportunity to shop from as many as 45 home décor booths, plus food and coffee vendors! Fr. Bernard Youth Center will help our vendors with marketing by creating a Facebook Event, promoting through local businesses and other media sources, and encouraging our vendors to share this advertising to help bring excited and eager shoppers.

**Event Date & Time:** June 23<sup>rd</sup>, 2018 (Saturday) 10am-4pm

**Location:** 980 S Main St; Mt. Angel, OR 97362

To apply please visit our website at [www.fbyc.info](http://www.fbyc.info) and submit an application, plus pictures of your product and booth. If you are considering our Summer Vintage Fair to be your first show, please make note of that and pictures of your product will still be required. Our vision for our Summer Vintage Fair is to highlight vintage and farmhouse style décor, as well as a variety of handmade and refurbished items.

### **Schedule of Events:**

7:00am – 9:45am – Set up

10:00am – 4:00pm – Summer Vintage Fair OPEN TO PUBLIC

4:00pm – 6:00pm – Break Down

**Fr. Bernard Youth Center will NOT provide a cashier; you are responsible for your own SALES!**

**Wifi is available to vendors!**

**Booth Space Fees - \$100 for a 10'x15' Space – Requesting a 5% donation of Sales made that day to Fr. Bernard Youth Center**

**THIS IS A FUNDRAISE BENEFITING FR. BERNARD YOUTH CENTER & THE MINISTRIES OFFERED TO THE PUBLIC BY FR. BERNARD YOUTH CENTER!**

Vendor agrees to provide their own tables, tents, displays; electric outlets will be available to some booths and are assign upon request with vendor approval and payment made to Fr. Bernard Youth Center.

**Please note: THIS EVENT IS HELD OUTDOORS.**

Vendors are responsible for their own setup and tear down. Fr. Bernard Youth Center will not provide help for setup and tear down nor equipment for setup and tear down. Setup will begin at 7:00am Saturday June 23<sup>rd</sup>, 2018; tear down can begin at 4:00pm Saturday June 23<sup>rd</sup>, 2018. All property of the vendors must be removed from the property of Fr. Bernard Youth Center by 6:00pm on Saturday, June 23<sup>rd</sup>, 2018. Fr. Bernard Youth Center expects vendors to be friendly, patient, and courteous to fellow vendors.

Booth Space are guaranteed when application is received, Fr. Bernard Youth Center makes approval of applicant, and payment is received for Booth Space. **Vendor booth fee is NON-REFUNDABLE.** Should you decide to not attend the event you **WILL NOT RECEIVE A REFUND** for your booth space. Fr. Bernard Youth Center has the right to make your vendor space available to a “waiting” vendor upon notice of your cancellation. Cancellation must be made in writing by email to [Stephanie@fbyc.info](mailto:Stephanie@fbyc.info). **Fr. Bernard Youth Center will CANCEL the event if it is RAINING!** Notification will be made to vendors by phone 1-2 days prior to the event. **If the event is cancelled due to weather, we will refund ½ of your Booth Space fee within two weeks of notice of cancellation.**

**Fr. Bernard Youth Center is NOT responsible for any loss, theft, or injuries that come from setting up, moving, or operating your vendor space during this event. Vendors will be responsible for any property damage that is made to the property by them or anyone helping them with setup, tear down, or sales.**

**Vendors are Responsible for the Following:**

- You must provide your own form of payments either cash, paypal, credit card options, etc.
- Vendors must have at least one person managing their booth at all times.
- No smoking is permitted at this event or on the property of Fr. Bernard Youth Center
- No alcohol is allowed to be consumed during the event
- **This is a FUNDRAISING EVENT and FAMILY FRIENDLY event promoted by Fr. Bernard Youth Center – it is expected that all vendors conduct themselves in a professional business manner at all times while on the property.**
- Payments for your Booth Space must be paid in full before June 23<sup>rd</sup>.
- 5% Tax Donations for sales made during the Summer Vintage Fair should be paid to Fr. Bernard Youth Center within two weeks either by check or online at our website.

**Questions and Event Contact:**

**Stephanie Stoneking**

[Stephanie@fbyc.info](mailto:Stephanie@fbyc.info)

**Cell: 503-507-4731**

**Office: 503-845-5443 – Office Hours – Mon-Thurs 8:00am-5:00pm**



# FR. BERNARD YOUTH CENTER

## FR. BERNARD YOUTH CENTER HOSTED SUMMER VINTAGE FAIR

**DATE: JUNE 23<sup>RD</sup>, 2018**

**TIME: 10am-4pm**

**Location: 980 S Main St. Mt. Angel, OR 97362**

**Setup: 7:00am-10:00am**

**Event Open to Public: 10:00am – 4:00pm**

**Tear Down: 4:00pm-6:00pm**

## **VENDOR APPLICATION:**

**Business Name:**

**Contact Person:**

**Phone:**

**Email:**

**Website/Facebook Page/Instagram:**

**Vendor Booth Fee: \$100 for a 10'x15' Space**

By clicking YES and typing your name you agree to the terms listed in Fr. Bernard Youth Center Summer Vintage Fair Contract and Policies for the Event. You are also acknowledging that you understand NO refund will be given for cancelations; unless Fr. Bernard Youth Center cancels the event due to weather, where 1/2 your Booth Fee will be refunded.

Please submit three pictures of your product and at least one picture of your booth display.

You can pay the \$100 Booth Fee now by clicking [here](#). If you are not accepted as a vendor Fr. Bernard Youth Center will refund your fee immediately upon declining your request. If approved, Fr. Bernard Youth Center will contact you immediately upon approval to select your booth space.

