

Event Vendor contract

Name of Event: Mother's Day Craft Fair

Location: 8069 Alameda Ave, El Paso, Texas 79915. Inside Main Sanctuary

Date of Event: Saturday, May 3, 2025

Time of Event: 8:00 AM – 12:00 PM

Cost of rental space, table & chair:

The number of rental spaces you will need

1 Small (4ft long) Table & 1 chair rental: \$37.00

1 Large (6ft long) Table & 1 Chair Rental: \$45.00

All fees are non-refundable

Vendors must provide: 1) their own plastic table covering for a rectangle table, 2) trash bag for any trash they might have, 3) supplies they may need for set up (tape, extra chairs, etc.) and 4) vendor sign if they have one.

Our event will run from 8:00 AM to 12:00 PM. Doors will open for Vendors at 7:45. Doors will open for customers at 8:00 AM. If vendors are not at their own tables and ready by 8:00 AM, the school will not be responsible for unattended tables or merchandise.

Set Up Time & Date: Friday, May 2nd from 6:30 PM to 8:00 PM. Parking is at the back of the church and the vendor door is located on the west side of the building. We will have a five-minute meeting prior to setting up. Required check in at the check-in table with Rachel Miller on both days. Vendors are responsible for leaving the area in the same condition as they found it. We reserve the right to sensor any both.



Registration

Vendor forms must be submitted ASAP to secure your spot. Spaces are limited so it is first come first serve.

Company or Table Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Description of items to sell: _____

Total Amount submitted: _____

- **Calvary Mission Valley School, Calvary Mission Valley Church or their affiliates will not be responsible for any liability lost stolen or damaged property or injury accrued at 8069 Alameda Ave, El Paso, Texas 79915**
- I have read and understand the content of this contract and will be responsible for my own merchandise and table.

(Print vendor's Name)

(Vendor's Signature)

(Date)