

Old Bethel United Women in Faith 2025 Holiday Arts & Crafts Bazaar Vendor Application

Please complete this form and mail it with your payment to Old Bethel UMC, Attn: UWF Holiday Bazaar, 7995 E. 21st Street, Indianapolis, IN 46219 by October 1, 2025 (for early bird fee \$40) and after October 1, 2025 but no later than November 1, 2025 (regular fee \$50). Submissions after November 1, 2025 will be accepted as space allows.

Name: _____

Business Name (if applicable) : _____

Phone: _____ **Email:** _____

Website (if applicable): _____

Address: _____

Check all categories that apply: ☐Sculpture/Pottery ☐Jewelry ☐Fiber Arts ☐2D Fine Art
☐Yard Art ☐Wood Working ☐Photography ☐Handcrafted Health & Beauty ☐Pet Products
☐Food Items ☐Pet Products ☐Mass Produced Merchandise ☐Other

Please provide a brief description of your work/products. _____

Do you need electricity? ☐Yes ☐No

Do you need to rent 8 foot table (\$10 each)? ☐Yes, 1 table ☐Yes, 2 tables ☐No

Tables will be available on a first come basis, based on the date the signed & paid agreement is received.

Booth location preference: Check here ☐ if you are a returning vendor. Your space will be the same or approximately the same as last year unless your request otherwise here: _____

Setup time: (check one) ☐Friday, December 5, 12-7pm, ☐Saturday, December 6, 7-8:30am

My check (made out to "UWF") for booth fee and table rental fee (if applicable) is enclosed. My signature below indicates that I have read and agree to the Old Bethel United Methodist Women Holiday Arts & Crafts Bazaar Vendor Agreement and understand that any violation of the terms of the Agreement may result in my immediate dismissal from the site with no refund. I acknowledge that neither Old Bethel United Methodist Church nor the Old Bethel United Women in Faith will be responsible for any loss or damage to my display or artwork, or any injury that occurs in any way from my participation in the Old Bethel United Women in Faith Holiday Arts & Crafts Bazaar. I also agree to comply with the no-smoking and no alcohol policy on the church campus.

Printed Name

Signature

Date

Old Bethel United Women in Faith Holiday Arts & Crafts Bazaar Vendor Agreement

Date: Saturday, December 6, 2025

Location: Old Bethel United Methodist Church,
7995 E 21st Street, Indianapolis, IN 46219

Fees:

- Booth Space: \$40 (early bird fee); \$50 (after November 1, 2025) for a space of approximately 50-60 square feet with at least 8 feet of frontage.
- 8' Table Rental: \$10 each, maximum 2
Tables will be available on a first come basis, based on the date the signed & paid agreement is received.

Payment: By check made out to "UWF"

Setup: Friday, December 5, 2025 12-7pm or Saturday, December 6, 2025 7-8:30am

Be sure to check your set up time on the vendor application.

All booths must be ready to go by 8:30am on Saturday.

Fair Hours: Saturday, December 6, 2025, 9am to 3pm

Take Down: Saturday, December 6, 3-4pm. Vendors may not pack up or leave prior to 3pm. Vendors must be packed and loaded by 4:30pm

UWF Responsibilities:

- Two chairs will be provided to each vendor
- Provide publicity for the event

Vendor Responsibilities:

- Collection of Indiana Sales Tax if operating as a business
- Compliance with all State and Federal regulations pertaining to your products. (i.e. you must have your certificate showing completion of a safe food handler program and proof of registration with MCHD to sell food products)
- You may cover your tables however you wish. If you plan to store items beneath your tables you must have a table covering that goes all the way to the floor.
- You may set up Friday and leave your inventory overnight. While the building is locked and alarmed overnight, we do not have onsite security. Old Bethel UMC and the UMW are not responsible for the safety and cannot guarantee the security of items left overnight.
- Doors will open to vendors at 7am Saturday. The doors will be open to the public 9am-3pm
- Bring your own extension cords if you need electricity (as indicated on your application)
- Parking: After unloading, and no later than 8:40am Saturday, vendors must move vehicles and trailers to the small north parking lot.
- Keep all money and personal items with you at all times.

We trust your integrity. We are grateful for your participation. Old Bethel and the United Women in Faith are committed to radical hospitality and work to provide an environment welcoming to all people. We expect our vendors to do the same.

You may contact Linda Brady at ldbrady@sbcglobal.net or 317-847-9953 with any questions. (leave a message)

Keep this page for your information and records.