

LAKE SAWYER CHURCH HOLIDAY BAZAAR

VENDOR GUIDELINES

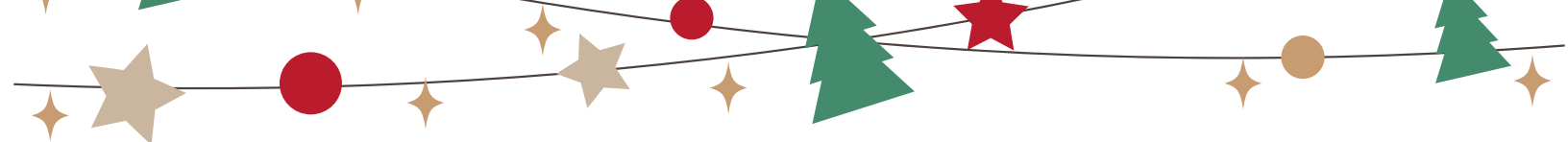
Vendor Details

- Event Date: Saturday, November 21, 2026
- Event Hours: 10:00 AM – 4:00 PM
- Booth Fee: \$60
- Raffle Donation: Vendors are asked to donate an item valued at \$15 or more for our event raffle.
- All proceeds from this event support Lake Sawyer Student Summer Camps.

Lake Sawyer reserves the right to decline vendor applications for products or materials that conflict with the beliefs and teachings of Lake Sawyer Church.

Booth Information

- Setup: Friday, November 20 from 3:00–6:00 PM and Saturday, November 21 starting at 9:00 AM
- Tear-Down: Begins at 4:00 PM (please do not pack up early)
- Each vendor will be provided approximately one (1) 8' x 8' booth space and 2 chairs.
- Vendors are responsible for bringing their own tables and displays.
- Electricity: Limited electricity is available for \$10. Please indicate on your application if your booth requires electricity. Access is not guaranteed. Vendors using electricity must provide their own extension cords and power strips.
- No canopies as this is an indoor event.
- Vendors must keep all displays, products, and furniture within their assigned space. Additional small tables, display racks, or rolling racks are allowed if they fit entirely within your booth and do not block aisles.
- Vendors are responsible for handling their own payments; change will not be provided.
- Booth locations are assigned by event staff. Specific requests or guarantees for placement cannot be made. We reserve the right to relocate a vendor for any reason, though we do our best not to place similar vendors side by side.
- There are no refunds for vendor cancellations.
- If you are unable to attend, please notify us as soon as possible.
- No-call/no-show vendors may be suspended from future events.
- Booth assignments are not released until the day before the event.



Responsibilities

- Vendors are encouraged to help promote and advertise the Holiday Bazaar.
- Vendors are responsible for their property, merchandise, and booth setup.
- Keep your booth area neat, clean, and free of trash. Break down boxes and dispose of them properly.
- Children must be supervised at all times.
- Booths should not be left unattended.
- The appearance of your booth should reflect excellence and align with the welcoming environment of the church.
- Please include a detailed product description with your application and notify us of any changes prior to the event.
- Vendors are responsible for the quality and safety of the products they sell and agree to indemnify and hold harmless Lake Sawyer Church from any claims or damages related to their participation.
- Lake Sawyer Church is not responsible for loss, theft, or damage to property or merchandise, nor for any injury occurring during the event.
- Vendors are responsible for obtaining any required permits or licenses and must have them available upon request.

Code of Conduct

- This is a family-friendly event; all actions and merchandise must be appropriate.
- Vendors should be knowledgeable about their products and able to communicate clearly with customers.
- Products should be displayed in a sanitary, presentable, and attractive manner.
- Vendors are expected to remain courteous, professional, and presentable at all times.
- Inappropriate language, behavior, clothing, or harassment toward anyone will not be tolerated and may result in removal from the event.

Parking and Vehicles

- Vendor Parking: South side (back of the main building)
- Customer Parking: East side (nearest the main building)
- Loading/Unloading: Use the roundabout area and be quick and courteous. Once loaded or unloaded, promptly move your vehicle before setting up your booth.
- Please drive slowly and responsibly in the parking lot.

Cancellations

- There are no refunds for vendor cancellations.
- If you are unable to attend, please notify us as soon as possible.
- No-call/no-show vendors may be suspended from future events.