

**Church of St. Joseph**  
**Annual Harvest Festival & Craft Fair**

**2018 CRAFTERS CONTRACT**

Please read the following information regarding the registration process carefully.

Church of St. Joseph Harvest Festival and Craft Fair will take place at the St. Joseph Atrium & Gathering Space, located at 13900 Biscayne Ave West, Rosemount, MN 55068

If you wish to participate in our 2018 Craft Fair, please send the following items as soon as possible:

1. Completed copy of the contract including your signature at the bottom of contract agreeing to the terms and conditions.
2. Signed Harvest Festival-Craft Vendor Hold Harmless Agreement
3. Check for the appropriate amount (payable to **Church of St. Joseph**).
4. Donation of one item for the "Country Store" with an estimated cost to be dropped off by September 7.

Application approval is dependent upon the type of craft you make. We limit the number of similar crafts for the benefit of both the crafters and shoppers.

All communications will be sent electronically. If you'd prefer your confirmation to be mailed, please include a self-addressed, stamped, letter-size envelope.

Retain pages 1-2 of the contract for your records with the terms and conditions that you agree to honor. In order to be accepted, your contract must be signed. Please make sure you complete both pages.

- ***Please be advised that registrations are accepted on a first-come, first-served basis and are numbered as they are received. We will make every effort to accommodate specific requests. Final Deadline to submit contract if space is still available will be September 10, 2018***

***All registrations and inquiries about the Craft Fair should be sent to:***

**Church of St. Joseph**  
**Attn: Bridget Samson, Harvest Festival Committee**  
13900 Biscayne Ave. West  
Rosemount, MN, 55068

651-423-4402  
[www.stjosephcommunity.org](http://www.stjosephcommunity.org)

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Annual Harvest Festival & Craft Fair**

## 2018 CRAFTERS CONTRACT

Terms and Conditions

1. All *approved* registrations will be numbered as received.
2. The crafters will be responsible for any damage they may cause and will leave their space clean and orderly upon departure.
3. The crafters agree to release Church of St. Joseph from any loss due to fire, theft, breakage or other cause, and all liability for injury during the show. All crafters will sign and complete the Harvest Festival-Craft Vendor Hold Harmless/Indemnity Agreement.
4. We encourage you to remove your merchandise at the end of Friday evening. Crafters may leave their table set up for the Saturday sale, however please be aware that merchandise left is at your own risk. It is the responsibility of each crafter to cover their table/area if they choose to leave their merchandise until the second sale day.
5. If participating as a crafter, there shall be no Political booths. The Harvest Festival Craft Fair Committee reserves the right to have items removed that are considered inappropriate for a church event. A crafter must provide a "Good" or a "Service" at the event.
6. Tables are assigned and electricity provided on a **first-come, first-served** basis. We will attempt to accommodate specific requests; however, we cannot make guarantees
7. All *approved* registration payments are **non-refundable**. Registrations and checks will be returned to the crafter **only** after we have reached our quota.
8. Due to fire regulations, items cannot be placed in the aisles in front of the tables and all backdrops and screens must conform to your allotted space. All open flames (candles, potpourri warmers, etc.) are prohibited.
9. All crafters are obligated to stay through the close of the two-day/evening Craft Fair. No crafter may break down their booth before 3:00p.m. On Saturday, September 15, 2018.

Please take note of our 2018 event schedule:

**Set-up:** Friday September 14, 2018 - 4:00p.m. - 6:00 p.m.  
**Fair hours:** Friday September 14, 2018 - 6:00 p.m. - 10:00p.m.  
**Set-up:** Saturday, September 15, 2018 - 8:00 a.m. - 9:00a.m.  
**Fair hours :** Saturday, September 15, 2018 - 9:00 a.m. -3:00p.m.  
Please Note: All tables must be broken down by 4:00pm

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2018 CRAFTERS CONTRACT**

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Type of Craft you are selling \_\_\_\_\_

**Rates include display area for Saturday and Sunday:**

- Booth (Includes 8ft. x 30" table).....\$30.00 each
- Access to an electrical outlet-wall space (extension cords will NOT be provided).....Add \$5.00
- Discount for no table needed.....subtract \$5.00
- Donated Craft item for "Country Store"...(Dropped off by September 7<sup>th</sup>).....Donation

Check # \_\_\_\_\_

\_\_\_\_\_ Total amount enclosed

<b>Requests (Please check:)</b>		
<input type="checkbox"/> 8'x30" table (included)	<input type="checkbox"/> No table	<input type="checkbox"/> Craft Donation
<input type="checkbox"/> Two chairs	<input type="checkbox"/> One Chair	<input type="checkbox"/> No Chairs

Description of Craft Donation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONFIRMATION**

- \_\_\_\_\_ YES, I would like my confirmation sent to me by email.
- \_\_\_\_\_ NO, please mail my confirmation to me in the enclosed self-addressed, stamped envelope

**SPECIAL REQUESTS**

*Requests will be considered in the order that they are received. We regret that we may not be able to accommodate every request.*

**I agree to honor the terms and conditions of the Annual Church of St. Joseph Harvest Festival & Craft Fair:**

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

Page 3 Print Name: \_\_\_\_\_

# HARVEST FESTIVAL-CRAFT VENDOR HOLD HARMLESS/INDEMNITY AGREEMENT

PARISH: Church of St. Joseph

PARISH is understood to include the Diocese/Archdiocese of St. Paul & Minneapolis

HARVEST FESTIVAL CRAFT VENDOR: \_\_\_\_\_

TYPE OF VENDOR: \_\_\_\_\_

DATES OF HARVEST FESTIVAL: September 14 & 15, 2018 6-10pm Friday, 9am-3pSaturday

The above named HARVEST FESTIVAL-CRAFT VENDOR agrees to defend, protect, indemnify, and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named HARVEST FESTIVAL-CRAFT VENDOR or any of its agents, family members, officers, volunteers, helpers, partners, organizational members, or associates in connection with the operations of the above named HARVEST FESTIVAL-CRAFT VENDOR at the above named PARISH.

HARVEST FESTIVAL-CRAFT VENDOR agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. HARVEST FESTIVAL-CRAFT VENDOR also agrees to have the PARISH named as an “**Additional Insured**” on its general liability policy for the DATES OF HARVEST FESTIVAL in relationship to the HARVEST FESTIVAL -CRAFT VENDOR’S activities. It is agreed that HARVEST FESTIVAL-CRAFT VENDOR also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

**If and only if** HARVEST FESTIVAL-CRAFT VENDOR fails to comply with the above (second) paragraph, then HARVEST FESTIVAL-CRAFT VENDOR agrees to protect, defend, hold harmless, and fully indemnify the above named PARISH for any claim or cause of action whatsoever which takes place during the above identified DATE(S) OF HARVEST FESTIVAL that is brought against the PARISH by the above named HARVEST FESTIVAL -CRAFT VENDOR or its employees, agents, guests, invitees, customers, partners, family members, organizational members, and associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents or the negligence of any other individual or organization not a party to this agreement. If any paragraph or sentence of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: \_\_\_\_\_

(Must be an official agent of HARVEST FESTIVAL-CRAFT VENDOR)

PRINT NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

(VENDOR (11/98))