

The Community of the Blessed Sacrament—Event Exhibitor Policy

Exhibitors will be limited to:

- “Registered” parishioners who are business owners and/or employees applying businesses
- Businesses that advertise in parish bulletin.
- Job-opportunity related ministries and/or agencies referred by parishioners and/or parish staff (i.e. St. Patrick’s Job Ministry)
- Businesses that support the Event and/or ministry hosting the event.

Booths:

- All booths must be family friendly.
- The Event Committee has the final say on all booth content and what may or may not be displayed or sold during the Event.
- A “booth” is defined as a 30”x90” table with two chairs. Extra maybe allocated if available.
- It is recommended that the booth be managed by at least two people—so that Exhibitors can visit other booths.

Direct Cash Sales:

- General description of products for sale at the booth should be listed on the application.
- Exhibitors selling products in the booth should, if requested, be able to provide proof of a minimum of \$1,000,000 in liability insurance.
- Exhibitors are responsible for paying all applicable sales tax.
- All Exhibitors must collect their own sales tax.
- All items for sale must be clearly marked with price.
- Prices to remain the same throughout the Event.
- Exhibits are subject to all State, Federal, and Parish laws governing taxes, health, and safety of persons and or property.

At Booth Raffles or chance-games:

- General description should be listed on the application.

Applications:

- All Exhibitors must complete an application and submit \$___ check to Blessed Sacrament for booth space to reserve space.
- Exhibitor Event applications are available on the parish website.
- Applications will be processed on a first-come, first-served basis; space is limited—so submit application early.
- Deadline for Exhibitor applications is defined by Event Committee.
- When possible, businesses participating in the Event will have their contact information listed on the Event’s program.

Animals/Pets

- Are prohibited except for those supporting the dis-

abled.

Electrical:

- Electricity to booths is based on availability and will be provided on a first-come, first-served basis. No fans or heater use.

Exhibitor Set-up Time:

- The Event Committee will define setup and take-down times, as well as, exhibit times.

General:

- The Event Committee will determine the location of all booths.
- When possible, the Event Committee will provide booth signs and provide a list of all exhibitors on the day of the event.
- Exhibitors will operate in a professional manner.
- Exhibitors will keep booths clean, sanitary and will deposit all waste in trash receptacles located throughout the Social Hall and/or Courtyard. Large boxes and other large trash items—dispose of in large waste bins located on the perimeter of the parish parking lot.
- The Community of the Blessed Sacrament, Event Committee, parish staff and those attending do not take any responsibility or liability for the loss or damage that might result to a booth or its contents from causes beyond reasonable control, including, without limitation, such loss or damage as may be caused by the elements, an act of God, thieves, vandals or unavoidable accidents. The Community of the Blessed Sacrament, Event Committee and parish staff are not an insurer, nor will they be responsible for anything contained in or comprising the booth.

PARTICIPATION DISCLAIMER: Your participation in the Blessed Sacrament Event is not an endorsement of your products, services, character or reputation as an individual or proprietor.

Signature: _____