

**Our Lady of Mount Carmel
Development Committee
Christmas Boutique**

Vendor Guidelines

- Date: Saturday, December 3, 2011 10:00 am to 6:00pm. Vendors must remain operational until 6:00pm.
- Setup may begin at 8:00 am on Saturday, December 3, and ending at 9:30 am. . Space number, directions and any additional information will be sent by November 15, 2011. Coffee and tea will be provided for vendors free of charge until 10:00 am.
- Vendors will be responsible for their parking. Vendors may unload their merchandise at the entrance to Fatima Hall located nearest to Belmont Avenue. VENDORS CAN NOT LEAVE THEIR CARS IN FRONT OF THE CHURCH. IT IS A NO PARKING ZONE AND YOU WILL BE TICKETED.
- Vendors must be packed and vacated by 7:00 pm.
- Vendors are not allowed to bring pets or other live animals to this event.
- Please bring your New York State Tax permit and have it available in your space.
- Restricted items include any illegal items and any harmful fireworks. In addition, the OLMC Development Committee reserves the right to prevent a vendor from selling or distributing any item dangerous or inappropriate.
- The playing of any music or videos is prohibited.
- The selling of refreshments is prohibited. The Concession Stand will be operated by the Faculty, Staff and Parents of our Parish School.
- Spaces are 6' X 6' with one table and two chairs.
- Personal checks, cash or credit card will be accepted in advance only. Returned check will be charged the return fee.
- Vendor's fee will not be refunded for any reason other than cancellation by OLMC Development Committee.
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- Additional applications can be obtained on the church website: www.ourladymtcarmelbx.org or email: OLMCDEVCOMM@AOL.COM or call the rectory at 718 295-3770 and they will take your information and you will be called back by a member of the development committee.

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Vendor Application

Date: Saturday, December 3, 2011	Place: Fatima Hall
Time: 10:00 am to 6:00 pm	Our Lady of Mount Carmel Church 627 East 187 th Street Bronx, NY 10458

Name: _____

Business Name _____

Address: _____

Telephone: _____ **Email:** _____

Merchandise: _____

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We wish to sign up for:
6 ft x 6 ft vendor space (table) and 2 chairs @ (\$40 each) _____
(if more than one space is needed – spaces will be rented at \$35.00 each)

If more than one space (table) is needed: _____ x \$35 = _____ **(total)**

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By affixing your signature to this application/contract, you agree to all of the terms and conditions of the Development Committee of Our Lady of Mount Carmel and to hold harmless the Development Committee, Our Lady of Mount Carmel Parish, all of its officials, staff and volunteers in the event of harm of any kind.

Signed _____ Date _____

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Mail application to: Attn: Celeste Calabro, Our Lady of Mount Carmel Rectory, 627 east 187th Street, Bronx, NY 10458

Check payable to: Our Lady of Mount Carmel Church

We accept credit cards: (circle one) Mastercard Visa or Discover

Credit Card # _____ Expiration Date: _____

Name on Credit Card _____ Zip Code: _____

Signature: _____
Credit card signature

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Development Committee use only

Paid: Cash or Check # _____ Date received _____ By _____

Amount \$ _____ Booth # _____