

VENDOR INFORMATION & GUIDELINES

Event Details:	<ul style="list-style-type: none"> • Location: Grace Assembly of God, 2303 E. Churchville Rd, Bel Air, MD 21015 • Event Date & Times: May 25, 2019 from 8am – 1pm (Note: End time change from prior years) • Vendor Check-in & Space Assignment: 6:00am – 7:15am • Set-up: 6:00am – 7:45am (NO vehicle unloading in sale area <u>after 7:45am</u>) • Tear-down: 12:30 pm – 1:00pm (no vehicle in sale area until after 1:00pm) • Bathroom facilities available inside the church.
Sales Space Description:	<ul style="list-style-type: none"> • Roughly 8' by 16' in size (1 parking lot space or grass area) • No electricity provided (businesses may request, but not guaranteed) • No tables, chairs, canopies, etc. provided, may bring your own • No traffic cones, rope, etc. to mark off space provided • Space availability is first-come, first-serve; your space will be assigned • Your space is reserved/held by payment only • Only one representative per business (eg. 1 Pampered Chef Rep., 1 Tastefully Simple Rep.) • NO FOOD can be sold at your space...see FAQ? • NO alcohol/smoking/drugs permitted at vendor spaces; <i>designated</i> smoking area provided • NO items are to be sold that contain alcohol, drugs, inappropriate language, sexually explicit content, divisive or racist rhetoric, etc. If you question it, ask the coordinator.
Payment Policy:	<p>The space rate is <u>\$15 DONATION per single space</u> or <u>\$25 DONATION per double space</u>. A limited number of tables are available at \$5 each (call office for availability).</p> <p>Three Payments Options: Cash, Check (payable: Grace AG), or Credit Card</p> <ol style="list-style-type: none"> 1. Mail or Drop off Checks to the church office Grace Assembly of God c/o Yard Sales: Sandy Kline 2303 E. Churchville Rd. Bel Air, MD 21015 2. Credit Card: Payments can be made by credit card online via Generush <ul style="list-style-type: none"> • Go to: www.graceofbelair.generush.org • Click the arrow next to “tithes & offerings, scroll down to “YARD SALE” • One Time Donation: Insert total amount of Yard Sale Fee • Fill in payment information • Check box in “Additional Options” to cover the processing fee • If the registrant has a different name than the payee, please note the registrants name in the private message found under “Additional Options” <p>*There are <u>NO REFUNDS</u> for space or table rental donations ** Free Spaces Available to Remix Youth <u>Ecuador Missions Trip Participants</u> as a fundraiser.</p>
What to Bring:	<ul style="list-style-type: none"> • Tables, Chairs, Blankets • Pop-up tents (if they fit in your space) & Tarps • Cash/coins to make change • Bags or boxes for shoppers who purchased items from you • Weather Appropriate Items: Sunscreen, hat, sunglasses, blanket, jacket, etc. • Food/Snacks (we do have a concession stand)

Space Set-Up and Tear-down Requirements:

Space Set-up Requirements: Vendors may begin setting up at 6:00am. Vehicles can be unloaded between the hours of 6:00am and 7:45am. Vendors arriving after 7:30am will be unable to unload in the yard sale area and will have to carry items from their parked car into their vendor space; all vehicles must be removed by 7:45am for the safety of our shoppers. Sellers may not park their vehicles within the yard sale selling area unless a double space or grass space is purchased. Vehicles may not enter or exit the yard sale area at any time during the hours of 7:45am and 1:00pm.

Unloading: Unload ALL of your items quickly from your vehicle(s) and move your vehicle(s) to vendor parking before setting up your space. This helps the unloading process run smoother for other vendors and keeps our parking lot from getting backed up. If you have a double space, please pull your vehicle in one space and unload in the other. You can move your vehicle and return to set up your space. Be courteous and patient with other vendors!

Space Tear-down Requirements: Vendors may begin tearing down their space at 12:30pm. Vehicles will be allowed to reenter the yard sale area at 1:00pm to load remaining items. Please take all large trash items home with you and do not place them in our dumpster.

* **DONATIONS:** There will be a donation truck at the end of the yard sale that will take any acceptable items that you do not wish to cart back home...we will have a designated area if you would like to take advantage of this service. NO Furniture, broken or soiled items will be accepted.

FAQs:

Can I reserve a specific spot for the yard sale?
Registering for the yard sale will **NOT** reserve a specific spot. You may request a parking lot or grass area spot, but they are not guaranteed. All space availability is first-come, first-serve. We do try to keep all business/flea market vendors together in one central location. If you are a former vendor, you may request your space(s) from the year prior, but they are not guaranteed.

How will I know if a yard sale has been cancelled?
The yard sale is a rain or shine event, however, if we feel it is unsafe to continue the event, you will be contacted by email by 4:30AM Saturday, May 25 and/or a notice will be placed on the church website www.graceofbelair.com.

Do you give refunds for space and/or table rentals?
There are NO refunds given for the space or table donations if you are unable to make the event or need to leave early. If we cancel the event, a credit for a future sale may be given or you can choose to leave your donation with the youth group to support their missions trip.

Can I sell food items and beverages at the yard sale?
Vendors may not sell food or beverage items at the yard sale due to Health Department regulations. If your business sells food items (eg. Tastefully Simple), you may serve samples to showcase your food items, as long as they follow proper Health Department regulations for food handling and you have insurance through your business. You must also check the appropriate box on the registration form.

Do you serve food at the event?
There will be a concession stand that will sell hot food, drinks, and a variety of snacks as part of the Fine Arts Youth Fundraiser.

How do merchant and consumer sales work?
Grace Assembly of God is not responsible for products sold. All sales are between the merchants and consumers.

*** Grace Assembly of God reserves the right, in their sole discretion, to deny participation in, and access to, the Community Yard Sale to any individual with or without reason.**