

## Release & Indemnification Agreement

This is an agreement between the ECW of St. John's Episcopal Church and \_\_\_\_\_.  
The following constitutes the entire agreement.

**Site and Time:** The fair will be held on Saturday, November 5, 2011, at St. John's Episcopal Church, 514 Carter Street, Marlin, TX. Fair will open to public at 9:00 am and close at 3:00 pm.

**Suggested Donations:** Suggested donations for tables are as follows:

- 48" table \$10.00
- 72" table \$20.00
- 96" table \$25.00
- 10' x 10' tent \$25.00

**Electricity is available.** Artist/Crafter must provide extension cords. Two chairs will be provided by St. Johns. It is suggested your donation be included with the application. The agreement becomes a contract when signed by the artist/ crafter and accepted by St. John's Episcopal Church.

**Applications:** All applications must be received no later than October 28, 2011. All applications will be juried (screened). Please provide at least one photograph of your exhibit/product. All donations will be returned if applicant is not accepted. Reasons for returns might include that type of art inappropriate for a religious organization.

**Payment:** Checks or money orders should be made payable to : St. John's Episcopal Church. Please submit application and donation to: St. John's Episcopal Church, 514 Carter St., Marlin, Tx 76661

**Cancellation Policy:** If you are unable to attend, please let us know so we can open the space to those on the waiting list. Donations will not be returned.

**Crafter/ Artist Set-Up:** Crafters can begin to set up at 7:00 am. All crafters must be set up by 9:00 am. After set-up, all crafter vehicles must be parked on Easy St (the side of the church) or on on Carter St (leaving spaces in front of the church for buyers). If you do not arrive by 9:00 am, the day of the show, your space will be given to those on the waiting list.

**Crafter Exhibit Removal:** No exhibit may be closed before 3:00 pm. All exhibits must be removed and spaces left clean by 4:00 pm. Request for additional time must be made at least one week before the event.

**Contract for Space:** The Application and Contract for space will be considered a binding contract between the parties. By submitting an application for exhibit space, the applicant releases St. Johns Episcopal Church, Marlin, TX from any and all liabilities to applicant, its agents, employees that may arise as a result of submission of an application or of participation in the fair.

**Use of Space:** Vendors may not sublet, assign any part of the space allotted.

**Care of Premises:** No part of exhibit may be affixed to walls, doors or other surfaces in a manner that might mar the premises. Damage for failure to observe this notice is payable by the crafter.

**Fire and other Regulations:** No smoking is allowed in the building or on the premises.

**Exhibition Badges:** Exhibit personnel must wear identification badges during the fair. Exhibit badges will be furnished for artists/crafters listed by name on the application.

**Texas Sales Tax Collection:** St. John's assumes no responsibility for the collection of Texas Sales Tax as required by law. Such collection is the responsibility and duty of each artist/crafter at time of sale.

**Liability:** St. John's shall not be liable for damage or loss to any vendor's property through theft, fire, accident or any other cause, whether the result of negligence or otherwise. The vendor shall indemnify St. John's Episcopal Church against and hold it harmless from any complaints, suits, or liabilities resulting from negligence of the artist/ crafter in connection with the artist/ crafter use of display space.

**Contact:** Polly Brown  
email: [polly@mckinleybrown.com](mailto:polly@mckinleybrown.com)  
phone: (254) 275-9284

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_  
Polly Brown  
ECW President

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_  
Print: \_\_\_\_\_