



# MECHANICSVILLE UNITED METHODIST CHURCH

## CRAFT BAZAAR

7356 Atlee Road  
Mechanicsville, Virginia 23111  
804-746-5118

ANNUAL CRAFT BAZAAR  
Saturday, November 22, 2025  
**9:00 AM -2:00 PM**

It's that time of the year...time for the Craft Bazaar at Mechanicsville United Methodist Church. Attached is your Craft Show application and standards. Please read the enclosed Craft Show Standards, complete your application and return with a check as soon as possible, as the show sells out quickly. **Spaces will be assigned on a first come, first served basis. Your previous space, if any, will not be automatically held for you.**

[WWW.MECHUMC.ORG](http://WWW.MECHUMC.ORG)

Our website will have the forms for vendors to print and fill out for the bazaar as well as a floor plan.

Each space will be a minimum of 6 feet by 8 feet and will be properly marked. The fee for each space is \$50.00. We will provide two chairs for each space. Any fixtures or tables must be provided by the vendor. Hanging or nailing or using the wall surface for display is prohibited

Vendors may email completed forms or request copies for the forms by email or drop off at the church office.

We will make every effort to provide the space you request and also try not to duplicate products sold at the bazaar.

The Bazaar will be open from 9:00 AM to 2:00 PM on Saturday. Doors will open at 7:00 AM for set up. Please refer to Craft Bazaar Standards.

Written confirmation with your assigned space number will be e-mailed upon receipt of your completed application and payment.

If you have any questions, please call Nancy Reid, 804-370-8991. Leave a message and I'll call you back. We look forward to hearing from you soon! [nbreid@comcast.net](mailto:nbreid@comcast.net)

**Please read the following rules and regulations for the Mechanicsville United Methodist Church Craft Bazaar before filling out and submitting application. Thank you.**

**ENTRY REQUIREMENTS:**

1. Complete and sign the application. The "Hold Harmless" agreement must be signed if you wish to participate in this show.
2. Enclose a check for the booth fee.
3. Deadline for applications is once the show is full. **THE SHOW SELLS OUT QUICKLY!**

**Food rights** Sale of food is strictly limited to Mechanicsville United Methodist Church.

**CRAFT BAZAAR STANDARDS**

**Hand-made Crafts:** *Using various materials to create or construct into a unique craft product.*  
Vendors must display and sell original work.

**Space Assignment and Fees:** Exhibit space will be assigned on first come first served basis. We will endeavor to honor choice of space as noted on the application in the order requests are received. In the event that preferred space has been assigned, we reserve the right to assign the next best available. The fee is \$50.00 per space. **ONLY THOSE LISTED ON YOUR REGISTRATION ARE ALLOWED TO SELL THEIR PRODUCTS IN YOUR SPACE WITH YOU.**

**Cancellation and Refunds:** Refunds will only be given if we receive notice of cancellation in a timely enough manner so we can rent your space to a crafter on the waiting list. **Vendors may not resell their space to another vendor.** Vendors without a confirmation will be asked to leave without a refund. Crafters who fail to notify us of cancellation and/or fail to set up will not be eligible for future shows. Outdoor spaces are rented at your own risk. Refunds are not given due to inclement weather.

**Booth Set-up and Breakdown:** Vendors must have their booths ready for business and shoppers by **8:45 am**. All aisles surrounding their assigned area must be cleared of carts, merchandise, boxes, etc. We must enforce this for the safety of our shoppers and vendors.

All displays are to remain set up until the close of the show at 2 PM. If you break down early, you will not be eligible for future shows. Please remove all trash.

**Dimensions and Limitations:** Displays must not exceed 6 feet in height. Displays must be constructed so as not to obstruct the general view or the view of adjoining booths. Permission to exceed 6 feet must be obtained in writing. The vendor will be advised of which space location will meet the requirements.

**Sales Tax:** Sales taxes are the responsibility of the vendor.

**Electricity:** If electricity is required, please note on the application. We will assign a space, as close to the electric outlet as possible but the responsibility for extension cords will be the vendors. All electrical cords must be concealed behind or under displays. **Booth space with available electricity is limited. In most cases, the spaces along walls have electricity available. Due to safety regulations, electricity may not be available to your booth space request.**

**Confirmation:** Written confirmation of your booth will be e-mailed

**Protection of Church Property:** Nothing shall be pasted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other part of the building or furniture. No open flames, such as burning candles are permitted. If you plan to demonstrate your craft, please protect the church property from damage.

**Parking:** All vendors must park in the designated vendor parking area. No parking in Church Parking lot during Craft Bazaar hours. This parking is needed for our valued customers.

**Smoking:** No smoking will be permitted anywhere in or outside the building.

**Security:** The church will be locked at night. Every precaution will be taken to secure your property. However, we cannot be responsible or liable for any injury in your booth to any customer or exhibitor and/or, loss or damage property in your booth for any reason.

**Waiting List:** A waiting list will be established when all vendor spaces are sold. Any cancellations will be filled from the waiting list. All vendors on the waiting list will be included in our new vendor package mailing

**Mechanicsville United Methodist Craft Fair**  
**7356 Atlee Road, Mechanicsville, VA 23111 804-746-5118**  
**November 22, 2025**

<b>Name</b>		<b>Phone</b>
<b>Business Name</b>		<b>Work Phone</b>
<b>Type/Name of Products</b>		
<b>Address</b>		<b>Email</b>
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Number Spaces requested</b>		
<b>1<sup>st</sup> choice</b>	<b>2<sup>nd</sup> choice</b>	<b>3<sup>rd</sup> choice</b>
<b>2 chairs will be provided with each space</b>		
<b>Please check those that apply</b>		
<b>I will not need chairs</b>		<b>I will need electricity</b>
<b>I will set up Friday</b>		<b>I will set up on Saturday</b>
<b>Special Requests</b>		

**Hold Harmless Agreement: I have read forms carefully and agree to abide by them.**

**I/We \_\_\_\_\_ agree to hold harmless Mechanicsville United Methodist Church, its members, its affiliates, associates, tenants, Committee members thereof, from any claim for damages, loss, cause of action or cost whatsoever, in connection with a Craft Bazaar, including but not limited to injury to person, damage to property, loss by fire, theft or any other cause, nor will I/we be a party to any lawsuit. This is a legal and binding hold harmless agreement.**

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

**Co-workers signatures \_\_\_\_\_ Date: \_\_\_\_\_**

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**Makes checks payable to Mechanicsville United Methodist Church and mail payment with reservation form to:**

**Craft Bazaar**  
**MUMC – Attn: Nancy Reid**  
**7356 Atlee Road**  
**Mechanicsville, VA 23111**