



Presents ...



### **VENDOR APPLICATION**

We invite you to participate in our annual “Christmas in The City” - a Christmas event like no other! You may have heard that LIFE CHURCH has purchased the former NYS Armory building in the center of Rome, and its members have totally renovated & updated the space. You may also remember large events like the Rome Home Show, or our LIFE CHURCH Easter Egg Hunt being held there. We love Rome, and our desire is to serve our community and the surrounding area well. And that includes YOU – our local businesses!

What is Christmas in The City? It’s a Christmas event for the whole family and one that is sure to be remembered... and anticipated next year! As you enter the gates, you will immediately be immersed in the sights & sounds of the season. Horse-drawn wagon rides, caroling, live animals and bonfires to cozy up to, as you walk through the interactive Christmas village where you will hear the story of Christmas.

Then, as you step inside, you’ll be welcomed by live Christmas music, the newly decorated beautiful open space & bathroom facilities, and the aroma of Christmas cookies, gingerbread, and wassail. Throughout the space, you find different artisans demonstrating their craft, live performers, beautiful music, and YOU our vendors ... who will provide delightful gifts for our guests to give this Christmas.

We have decided to make this a FREE event for our guests, and FREE for our Vendors.

Do you know other quality Vendors? If so, please tell them about this event and invite them to apply!

**When:** Friday December 9<sup>th</sup> 5pm-8pm, Saturday December 10<sup>th</sup> 5pm – 8pm

**Where:** LIFE CHURCH – 1110 Black River Blvd Rome, NY 13340  
(former NYS Armory & Rome Home Show location)

**Phone:** 315-339-0242 | **Email:** [info@LifeChurchNY.com](mailto:info@LifeChurchNY.com)

# APPLICATION

Please return application as soon as possible, due to high interest in the event.  
Application deadline: November 30, 2022

NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HAVE TAX ID#? : \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE : (\_\_\_\_) \_\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_\_

DESCRIPTION OF ITEMS: \_\_\_\_\_

\_\_\_\_\_

NEED ELECTRIC? \_\_\_\_\_ (Food Trucks will use their own)

SOCIAL MEDIA:

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

BOOTH FEE: **FREE ~ Merry Christmas to YOU from LIFE CHURCH!**

\* We do ask that each Vendor donate an item for our special giveaways

DESCRIPTION OF DOOR PRIZE DONATION/s: \_\_\_\_\_

\_\_\_\_\_

This is a juried event, so please forward photos of your items and booth set up if you have them. You will be notified by phone/email if you have been accepted into the event.

**Please sign below to complete your application:**

I have read and I fully understand all of the guidelines and terms of this application and agree to follow them as stated.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

Please Email to: [info@lifechurchny.com](mailto:info@lifechurchny.com) - or – send to LIFE CHURCH, PO BOX 4747 Rome, NY 13442

# Christmas in The City Guidelines

We have implemented these guidelines, because we want this to be an amazing show for YOU, and we want our GUESTS to look forward to returning next year!

- We are looking for makers, artists, designers, vintage types of products (not home party/collectable types of items)
- Items sold must reflect what is represented on the application and in supplemental photos.
- We are opening early for set up at 2:30pm on Dec 9<sup>th</sup> should you wish to come earlier, and Vendors must be ready to sell by 4:45pm.
- No Vendor may breakdown until 8pm on Saturday.
- All Vendors will be packed up and area left as clean as you found it by 9:30pm on Saturday.
- There is easy loading/unloading, and the facility is handicap accessible.
- Each space is 10ft x10ft. Vendors must provide their own table/chairs.
- All displays must remain within the space provided. Storage must be covered and out of sight.
- Floor length table skirts/covering is required.
- Nothing shall be nailed, stapled or otherwise fixed to the walls, floors (except tape for electric cords) or any part of the exhibition rooms, so a suitable backdrop for hanging things must be provided by the Vendor – should they need it.
- Electric cords must be taped to the floor for safety Please bring your own long electric cords and blue painters tape. Food trucks will of course run on their own power.
- We ask that Vendors display their tax certificate if they have one.
- Vendors must accompany their work, and agree to demonstrate a professional and courteous attitude towards the volunteers of LIFE CHURCH and all guests. Any Vendor unwilling to comply with the guidelines may be asked to leave. Violators will not be allowed to return for future events.
- We are asking Vendors who create items to demonstrate their creation if they would like to. Example: We have a stained glass artist who will also be creating during the event at her table) Do you have food items? If so, samples would add value to your space and the overall show.
- You may not sell your space or share it with a “non-registered” Vendor.
- The outdoor event area is fenced in and the gate is locked. The indoor area is locked at all times, and the only people inside during off hours are those participating or supervising the event.
- This is a FAMILY CHRISTMAS event, and therefore all spaces are to remain family friendly. No smoking, alcohol, bad language, or illegal items permitted. Also pets are not permitted.

# Christmas in The City Terms Agreement

**THIS AGREEMENT**, is between LIFE CHURCH and the signatory at the end of this agreement (“Participant”). Participant will be participating in the Christmas in The City Festival on the date(s) selected above (the “Event”). This Agreement must be signed by Participant and submitted to LIFE CHURCH by the due date.

**Term:** This Agreement may be terminated by LIFE CHURCH with or without cause immediately upon notice to Participant. Participant and its employees, personnel, and agents agree to be bound by the terms of this Agreement and all Event rules, regulations, and directives.

**Safety:** Participant will act with the highest regard for the safety of the attendees and other participants of the Event, and will adhere to all laws, policies, rules, and regulations applicable to the goods and/or activities of Participant, including obtaining all licenses, permits, and approvals that may be required to enable Participant to conduct its activities at the Event and fulfill its obligations under this Agreement.

**Liability:** LIFE CHURCH will not be responsible for any loss or damage to Participant’s property, injury to, or death of the Participant (or its agents, employees, and/or personnel), or Participant sales. Participant expressly assumes all risks of loss, damage, liability, injury, or destruction resulting from any cause whatsoever, including but not limited to acts or omissions by Participant, and hereby releases and waives any claims against LIFE CHURCH related to such loss, damage, liability, injury, and/or destruction.

**Insurance:** Participant represents that it has, or will have at the time of the Event, appropriate insurance to cover liability for the types of activities Participant will conduct at the Event. Participant covenants to be fully responsible for any of its liabilities, actions, or omissions, and will indemnify, defend, and hold LIFE CHURCH (and its officers, employees, agents, vendors, affiliates, and representatives) harmless against any claims related to Participant’s liabilities, actions, or omissions.

**Cancellations:** The event will proceed regardless of the weather. If there is a cancellation:

(a) By LIFE CHURCH: If a cancellation of the Event by LIFE CHURCH is necessary due to unforeseen circumstances, acts of a third party, or other circumstances which (in LIFE CHURCH’s sole judgment) may compromise the safety of Event participants, then the Participants will be notified.

(b) By Participant: Once a Participant cancels it forfeits its spot in the Event.

Participant may not assign this Agreement to any third party, or delegate any of its obligations without the written consent of LIFE CHURCH. Only the accepted Participants are able to sell or distribute their items and/or conduct activities at the Event. The vendor list, map, and Booth assignments are subject to change without notice. LIFE CHURCH does not guarantee any level of attendance at the Event.

**Change in terms:** The terms of this Agreement may be changed by LIFE CHURCH and notice of such change(s) will be sent to you in writing. You agree to accept notices via email, sent to the email address indicated. LIFE CHURCH reserves the right to decline, prohibit, or expel any Participant exhibit, or prevent any activity, displays, product, or conduct, which (in LIFE CHURCH's sole judgment) is out of keeping with the character of the Event or endangers the venue, any attendee, or other participants.

Participant and its agents, employees, personnel, and/or independent contractors who participate in the Event agree to be bound to this Agreement. The terms of this Agreement, including any waivers, inures to the benefit of LIFE CHURCH and its affiliates and Event co-producers and sponsors.

**Independent Contractors:** The relationship of Participant to LIFE CHURCH is that of an independent contractor, and nothing contained in this Agreement will be construed as creating a partnership, joint venture, employment relationship, agency, or other relationship between the parties, or to make LIFE CHURCH liable for the debts or obligations of Participant.

The validity, interpretation, construction, and enforcement of this Agreement will be governed and controlled by the laws of the State of New York, without regard to its rules with respect to choice of law. Any dispute arising out of or related to this Agreement must be brought in Oneida County and the parties hereby consent to the exclusive jurisdiction and the venue of such forum. This Agreement, and any rules and regulations provided to Participant by LIFE CHURCH or LIFE CHURCH's affiliates, will contain the entire Agreement and understanding between the parties hereto with respect to participation in the Event. If any term is contrary to law then that term will be severed and the remainder of the Agreement will remain in force.