

# HOLY TRINITY GREEK ORTHODOX CATHEDRAL

3500 W. 106TH STREET

CARMEL, IN 46032

317-733-3033

[www.holytrinityindy.org](http://www.holytrinityindy.org)

## SHOP 'TIL YOU DROP

### VENDOR INFORMATION & HOLD HARMLESS AGREEMENT

Event: October 19, 2019; 9am-3pm

**APPLICATION.** The following information and AGREEMENT (referred to herein as "the AGREEMENT") applies to the "SHOP 'TIL YOU DROP" event (referred to herein as "the event") at Holy Trinity Greek Orthodox Cathedral in Carmel, Indiana.

**FEE.** The booth fee for the event is \$55 (fifty-five dollars). Each vendor will be provided with an 8-foot table and 2 chairs. Any additional equipment must be brought by the vendor, including tablecloths, displays, extension cords, inventory, samples, etc. Tables are assigned by the Shop 'Til You Drop Committee and no vendor may move a table or change locations without the express permission of the Committee. Checks should be made out to Holy Trinity Greek Orthodox Cathedral with "Shop Til You Drop Booth Fee" in the memo line.

#### **MAIL CHECKS AND COMPLETED AGREEMENT TO:**

**Holy Trinity Greek Orthodox Cathedral**  
**3500 W. 106<sup>th</sup> Street**  
**Carmel, IN 46032**

**APPROVAL PROTOCOL.** Due to facility space limitations, vendors who submit this AGREEMENT with the appropriate fee in a timely manner as described below will be notified in writing (either by email or postal service) that they have been approved to sell at the event. Approval is on a first-in/first approved basis.

**BOOTH PLACEMENT PROTOCOL.** Choice of table placement is also based on a first-in/first approved basis with check payable to Holy Trinity Cathedral as determined by the Shop 'Til You Drop Committee. Please note "Shop 'Til You Drop Booth Fee" in the memo line of your check together with the completed AGREEMENT.

**WINDOW FOR BOOTH FEE/AGREEMENT SUBMISSION.** Booth Fees and Completed AGREEMENTS must be received in an envelope postmarked on or before September 1 2019 to be accepted.

**VENDOR CANCELLATIONS AFTER SEPTEMBER 1, 2019.** Cancellations made on or after September 1, 2019 will not be issued a refund.

**SET-UP TIME(S).** Set-up for the event will be on Friday, October 18, 2019 between 4 – 7 pm (if needed by the Vendor). Doors open to approved vendors on Saturday, October 19, 2019 at 7:30 am, also allowing time for set-up. Holy Trinity Cathedral expects vendors to be ready to sell to patrons when the event commences at 9am.

**HOURS OF OPERATION and EXPECTATIONS.** The event will take place in the Founders' Walk on the Cathedral grounds (indoors) from 9 am - 3 pm. Vendors are expected to remain open and selling throughout the entire event and should participate with a reasonable inventory of goods ready to sell during the event's hours of operations.

**VENDOR SALES/DELIVERIES.** If any orders are to be delivered by the vendor to a patron, the vendor must coordinate and finalize these arrangements directly with the patron. Explicitly, Holy Trinity Cathedral will not be involved with any sales or deliveries of goods or services.

**SPECIAL NEEDS.** If there are any special needs that arise on Friday evening set-up, please contact Tana Hunnicutt at sutachne@outlook.com (i.e. electrical outlet, wall behind table for display). Reasonable attempts will be made to accommodate these requests that don't contravene this AGREEMENT, however Holy Trinity Cathedral makes no guarantee of such.

**EXTENSION CORDS.** If the display requires electricity, vendors are asked to bring their own extension cord(s), as the outlets are only at the corners of the large Founders' Walk room.

**COMPLETION OF AGREEMENT.** The AGREEMENT must be completed in full and must include the name of the vendor and a description of the items being sold. For example, "Fancy Beads Company selling bracelets" OR "Handy Wood Crafts selling bird houses."

**CHURCH-HOSTED EVENT.** Vendor acknowledges that Holy Trinity Cathedral is a Christian-based entity that reserves the right to prohibit a vendor from offering items for sale to the public that are deemed by the Shop 'Til You Drop Committee to contravene community standards of decency. A decision of the Committee in this regard is final.

**“SHOP ‘TIL YOU DROP 2019”  
APPLICATION & HOLD HARMLESS AGREEMENT**

**Please Complete Fully and Legibly**

This form is used to create the event program and if it is illegible, your information will be omitted.

**VENDOR NAME:** \_\_\_\_\_

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

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**DESCRIPTION OF GOODS & NAME BRAND (if applicable) at VENUE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOLD HARMLESS:** Vendor agrees to defend, indemnify and hold harmless HOLY TRINITY GREEK ORTHODOX CATHEDRAL, its agents, employees, parishioners, servants, volunteers or others associated with Holy Trinity Greek Orthodox Cathedral, from and against any and all liability, claims, demands, damages, expenses, fees, fines penalties, suits, proceedings, actions and cost of actions (including attorney fees for trial and on appeal) of any kind or nature, including, but not limited to claims of personal injury, wrongful death and property damages, arising out of or in any way connected with this Vendor's use of the space(s), the sale of goods or conduct of business by Vendor, its agents, servants, employees, customers, patrons or invitees.

Vendor is responsible for all transactions with patrons, including monies collected from the sale of Vendor's goods plus collecting and reporting the sales tax under state and federal law.

HOLY TRINITY GREEK ORTHODOX CATHEDRAL, its agents, employees, servants, volunteers or others associated with the event are in no way responsible for any lost or stolen monies or items.

Vendor assumes all cost arising from the use of patented, trademarked or copyrighted materials, equipment, devices, processes or dramatic rights used on or incorporated in the conduct of any Vendor at or related to its operations at the event; AND Vendor agrees to indemnify and hold harmless HOLY TRINITY GREEK ORTHODOX CATHEDRAL from all damages, costs and expenses in law or equity for or on account of any patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights furnished or used by Vendor in connection with this agreement and will defend HOLY TRINITY GREEK ORTHODOX CATHEDRAL from any such suit or action, regardless of whether it be groundless or fraudulent.

This AGREEMENT has been entered into in CARMEL, IN and shall be construed in accordance with the laws of INDIANA.

This AGREEMENT may not be modified or amended except by writing signed by the parties.

**VENDOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**Received:** \_\_\_\_\_ **Check#:** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_ **Cash: \$** \_\_\_\_\_

**Date:** \_\_\_ / \_\_\_ / \_\_\_

2018 Booth # \_\_\_\_\_ 2019 Booth # \_\_\_\_\_