



Forest Hills

Lutheran Christian School

CHRISTMAS BAZAAR VENDOR CONTRACT
Date of Event: Saturday, November 8, 2025 Time: 10am – 3pm
Location: Forest Hills Lutheran Christian School Gym
4221 SW Golf Course Road, Cornelius OR 97113
Event Manager: Kelly Knoebel Email: knoebelk@fhlds.org Phone: (503) 359-4853

This event takes place indoors in a fully enclosed and temperature controlled space. Pop-up tents are allowed so long as they remain entirely within your booth footprint.

Booth spaces will be assigned by the event manager with the intent of separating like vendors, engaging guest interest and encouraging traffic flow. If you have a special request, please note this in your vendor application. No guarantees about location can be made. Position requests will be evaluated on a first come, first serve basis.

IT IS MANDATORY THAT ALL VENDORS ABIDE BY THE FOLLOWING RULES:

1. Vendors are solely responsible for the safety of any items either supervised or unsupervised. Forest Hills Lutheran Christian School, and the Westside Lutheran School Association (henceforth to be referred to as FHLCS) will not be held responsible, financially or otherwise, for theft or damage to ANY articles occurring at our event. Vendor agrees to hold harmless FHLCS, sponsoring organizations and volunteers from all liabilities and damages to and from your product. FHLCS recommends that all vendors contact their insurance companies to confirm proper coverage of all exhibit materials and liabilities.
2. FHLCS, its participants, volunteers, and all other event vendors shall not be held responsible for any injury that may occur to the vendor or any individuals participating in the vendor's space from any cause whatsoever. The Vendor upon signing expressly releases the above mentioned from all loss, damage & injuries.
3. FHLCS shall not be liable for any damage or expense incurred by vendors if the Event is delayed, interrupted, or not held as scheduled due to any reason beyond the control of FHLCS. If the event is not held, all table fees will be returned.
4. Vendor agrees not to obstruct aisles during the sale and take reasonable care while setting up and tearing down. FHLCS has final decision making authority in any disputes between vendors.
5. This is a family event and the sale or possession of alcohol, tobacco, knives, firearms, and adult themed material are prohibited.
6. Vendor spaces are not to be sublet or resold. Vendor spaces also may not be sub-divided without coordinator approval. All subdivides must fill out a separate application and be approved.
7. Vendor will not sell or display products other than the product the vendor is registered to represent.
8. Representatives of direct sales companies – Only one vendor per direct sales company will be allowed. If you represent more than one company, please only display items from the line you have signed up to sell. Items displayed for sale that have not been approved as part of your contract will not be allowed. Direct sales vendors may not send a team member in their place. Whoever signs this agreement must be the vendor who is working their table.
9. The vendor is responsible for the space leased and shall not deface or damage the space in any way. The vendor agrees to reimburse the facility for any damage or loss to the space leased by the vendor.
10. It is the sole responsibility of each Vendor to keep his/her booth and its surrounding area clean. Vendors are required to bring their own garbage receptacles and garbage bags.
11. Vendor space fees will not be refundable unless FHLCS cancels the event.
12. Event is open to the public from 10:00am – 3:00pm. For setup, vendors must be on site no later than 9:00 am and ready for business by 9:45 am. Vendors must remain at their booth space, open for business until 3:00 PM.
13. Each Vendor is required to donate one raffle item. Please bring raffle items to the raffle table no later than 10:00am.
14. All vendor vehicles must be moved to the back parking lot after unloading, ensuring the front lot is available for shoppers.
15. Vendors may not sell tickets for raffles of any sort. Free raffles for vendor merchandise are allowed.
16. Vendors may not sell merchandise with the FHLCS name or logo without permission from FHLCS.
17. Food Sales Restrictions: No sales of home-canned items. Food containing meat products may only be sold by companies with a current Business License with the State of Oregon and a current Commercial Kitchen License. Any vendors giving out free samples must have a valid Oregon Food Handlers card. Hot, or ready-to-eat, foods being sold must first receive permission from FHLCS.