

Millfield Baptist Church Community Day  
(Community & Vendor Application)  
Saturday, May 31, 2025 12pm-5pm

Community Business: (There is no charge for a Community Table that is not selling goods.)

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ No. of Representatives: \_\_\_\_\_

Vendor Applicant Information:

Name: \_\_\_\_\_

Business Trade Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

No. of Representatives: \_\_\_\_\_

Detailed description of all goods/services being offered by vendor: You must also submit at least 4 photos made up of 3 clear, close up, color photographs of items for sale and if possible at least 1 picture showing the booth set up. Photos may be submitted along with your application by mail or via email to [goodrich.mbc@gmail.com](mailto:goodrich.mbc@gmail.com) via separate PNGs, JPGs, or combined into a PDF.

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Applicant Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Website: \_\_\_\_\_

Social Media Tags: \_\_\_\_\_

(please include link or tags to your business Facebook and Instagram accounts if you would like to be tagged in post/images including marketing efforts for event)

**Vendors are encouraged to share and advertise their participation in the event. Provide your social media tags on the application and follow our "Millfield Baptist Church" Facebook Page to share the event flyers and graphics.**

**Site fee:**

**Early bird \$25-** for applications submitted between 3-12-24 and 4-13-25 (\$25 for each additional space)

**Regular Fee \$30** for applications Submitted between 4-14-25 to 5-17-25 (\$30 for each additional space)

# of Spaces Needed \_\_\_\_\_ (if approved, multiple spaces for one vendor will be adjacent to each other.)

Special Requests: (requests are not guaranteed but the committee will take into consideration your special requests and needs.)

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**Important Terms, Condition, & Information for Millfield Baptist Church (MBC) Community Day**

**All community and vendor spots are outdoors. There is NO public WiFi available. Electrical power will not be provided. No generators allowed unless specified on application and approved by the committee.**

Sites are approximately 10'x10'—please note that there may be some site irregularities due to landscape elements.

Community participants and vendors must provide and are responsible for their own tables/chairs/tents; tents must be secured on all four corners at all times.

Vendor reservations for multiple sites for one vendor will be adjacent to each other. No sharing sites without specific authorization of the committee.

**No food may be made or prepared on the Church premises by community participants or vendors.** All vendors selling packaged food items must comply with all state and “cottage home bakery” regulations and MBC will not be held liable if you do not comply with those regulations.

Vendors are responsible for the licenses and taxes related to their sales and for collecting and reporting appropriate sales tax.

**Prospective vendors must indicate on their application a list of the items they plan to sell at the Market.** As an example, if you specify “Baked Goods” your application must state explicitly what types of baked goods and unique features of your items (breads vs. cakes, etc. and flavors. Specify if you're offering specialty items/services such as gluten free). A generic list such as “handmade shirts and cups” or “Jewelry” will not suffice. Please be specific and if you intend to sell multiple types of items please list each of those types of items. This will help us preclude multiple vendors from having the same types of items for sale. It will give our customers the greatest possible variety and more sales for vendors.

The committee reserves the right to limit the number and types of community participants and vendors. However, vendors are not guaranteed exclusivity in their category and types of products. Given the timing of the market, it is likely that some vendors will be selling similar items.

If you have any special requirements or requests, please note them as such on your application for review by the committee.

**ABSOLUTELY NO POLITICAL items or displays are permitted.** The Committee reserves the right to require you to take down any political or otherwise deemed inappropriate materials. Refusal to comply will result in expulsion from the market.

**Millfield Baptist Church is a SUBSTANCE FREE campus;** no smoking, vaping, alcohol, or drugs are allowed at any time on our campus (this includes set up and take down).

Community participants and vendors are not allowed to bring pets with the exception of a certified service animal.

**Set up** for all community participants and vendors is Saturday, May 31 (No rain date set) from 10:30 a.m. till 11:45 a.m. At which time all vehicles shall be removed from the unloading area for the festival to begin at 12 p.m.

Community participants and vendors must remove all their belongings, including displays, by 6:30 p.m. or as soon as possible. No items shall be left on the property overnight.

The vendor agrees to keep their booth space open the entire market. Any vendor who packs up and leaves before the allotted time will not be invited back or accepted for future events.

Millfield Baptist Church cannot provide assistance with loading/unloading or set up/take down.

There is to be no vehicle parking at your vendor site. Parking for vendors will be specified and you will be directed to the parking area after unloading of your vehicle.

Handicapped parking areas cannot be blocked by community participants or vendors at any time.

To alleviate congestion on Saturday, please pack all our items before retrieving your vehicle.

**APPLICATIONS:** Committee will review applications at least every two weeks until the vendor sites are sold out.

Applications, with checks or money orders payable to **Millfield Baptist Church** (no cash) should be mailed to **Millfield Baptist Church, Attn: Outreach Community Day, 31389 Millfield Road, Wakefield, VA 23888** or turned into the church office during normal open hours. Applications may also be submitted via email to [goodrich.mbc@gmail.com](mailto:goodrich.mbc@gmail.com), with site fee payable within 7 days of notification of acceptance via email.

Vendors will be notified via email about their application status as soon as a decision is made. Once notified of acceptance via email, payment will be deposited and/or is due to MBC within 7 days otherwise the committee reserves the right to move on to the next available vendor.

Checks deposited by MBC and returned to the bank for insufficient funds or other reasons will incur a \$35 fee. The vendor must replace the check and pay the returned check fee with cash or a money order by the notified deadline. Failure to do so will result in forfeiture of the site reservation and further collection action.

Vendors who wish to cancel their site reservations need to notify MBC within 2 weeks of their acceptance email. Failure to do so may result in the forfeit of the vendor fee. No refunds will be given after May 17th.

There will be no refunds in case of inclement weather. No refunds will be made for vendors who paid the site fee and do not attend the event.

Millfield Baptist Church is not responsible for any loss or injury to the community participant and vendor, their associates, or their property/goods.

The Committee will determine booth locations. All decisions of the Committee are final.

MBC will not accept responsibility for any financial commitments and/or obligations undertaken by an individual or organization and will not be responsible for lost, stolen, or damaged items. Nor

No refunds or transfers except as otherwise specified. MBC has the right to cancel, postpone, or modify the event due to weather, natural disasters, pandemics, or other unforeseeable circumstances. We will notify community participants and vendor participants at least 48 hours in advance via text or email.

If you have further questions, please contact

Millfield Baptist Church: [goodrich.mbc@gmail.com](mailto:goodrich.mbc@gmail.com) or Church Phone: 757-859-6896

**Vendor Agreement:** I/We \_\_\_\_\_, agree to all terms and conditions as stated in this application. I/We understand that Failure to adhere to the terms and conditions may result in dismissal from the Community Day and forfeiture of the site fee. By participating in the Millfield Baptist Community Day, I/We acknowledge and agree to the following terms and conditions:

- 1. Release of Liability:** You, the participant/vendor, hereby release Millfield Baptist Church, its staff, volunteers, members, and affiliates from any and all liability, claims, demands, or causes of action, whether known or unknown, arising out of or related to any loss, damage, or injury that may occur during the Millfield Baptist Community Day.
- 2. Assumption of Risk:** You acknowledge that participation in the Community Day involves certain inherent risks, including, but not limited to, theft, property damage, or personal injury. By participating, you voluntarily assume all such risks and agree to hold Millfield Baptist Church harmless from any claims or damages that may arise from your participation.
- 3. Indemnification:** You agree to indemnify and hold harmless Millfield Baptist Church, its staff, volunteers, members, and affiliates from any claims, damages, or liabilities, including legal fees, resulting from your participation in the Community Day or from any goods or services you provide.
- 4. Compliance with Rules and Regulations:** You agree to comply with all rules and regulations set forth by Millfield Baptist Church for the Community Day, including but not limited to setup and teardown times, booth space requirements, and conduct during the event.

By signing up for and participating in the Millfield Baptist Church Community Day, you acknowledge that you have read, understood, and agree to the terms of this Liability Release Statement. (All vendors must sign for shared sites.)

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

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

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**COMMITTEE USE ONLY:**

Date Application Received \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Check# \_\_\_\_\_ By: \_\_\_\_\_

Millfield Member \_\_\_\_\_ Friend of Millfield Member \_\_\_\_\_ General Public \_\_\_\_\_

Site Number(s) Assigned \_\_\_\_\_ Date: \_\_\_\_\_ Confirmed Date: \_\_\_\_\_

Additional Information to note: \_\_\_\_\_