



Gift Facilitator Application

Name: _____

Email: _____ Phone Number: _____

Organization (if applicable): _____

Sales Tax ID# (if applicable): _____

Type of Gift You Will Be Making Available:

(Circle all that apply)

Fair Trade

Homemade/Handcrafted

Locally-sourced

Briefly describe or list the types of items you will be offering.

What will be the estimated price range of your gifts?

Do you plan to be available for the entirety of the event or just select days/times? If not the entirety, please list the days and times you WILL be present.

LIABILITY WAIVER: I understand that First Baptist Church Jefferson City will not be held responsible for any items and/or money handled at the Bethlehem Square event.

Signature: _____ Date: _____

*Please return to the First Baptist Church office
no later than Wednesday, November 23rd.*

For questions, contact Dave McNeely – 865.471.4460 cdavemcneely@aol.com.



Gift Facilitator Information

WELCOME TO THE BIRTH OF A NEW WORLD!

This Christmas Season, First Baptist Church Jefferson City and Carson-Newman's Faith and Justice Scholars will be hosting a unique event designed to bring the Christmas story into the heart of our seasonal gift-giving. This event, "**Bethlehem Square**," will take place on the weekend of Friday, December 2nd —Saturday, December 3rd and will offer our community the opportunity to purchase gifts that reflect the values of our cherished Christmas story—values such as generosity, justice, charity, and compassion. Such an opportunity will be made possible through the provision of Vendors, what we like to call "Gift Facilitators," who will provide (a) Fair Trade items, (b) handcrafted/handmade items and/or (c) locally-sourced items. By providing these options, shoppers can insure that they are contributing to a more just and beautiful world.

If you would like to participate in Bethlehem Square as a Gift Facilitator, please complete the attached application and return to the FBCJC office no later than **Wednesday, November 23rd**. As a Gift Facilitator, you will want to be aware of the following:

- * Bethlehem Square will take place on Friday, December 2nd from 5pm-9pm and Saturday, December 3rd from 9am-2pm;
- * **In order to abide by state law, the organizers of Bethlehem Square will be providing a list of all Gift Facilitators/Vendors to the state IRS office. It is each Vendor's responsibility to report their earnings from this event and pay the appropriate taxes;**
- * **All Gift Facilitators will be encouraged to remit 10% of the profits they receive from Bethlehem Square sales to the Benevolence Fund of FBCJC (checks may be made payable to First Baptist Church);**
- * Setup for your table may begin at noon on Dec. 2nd and 8am on Dec. 3rd; overnight, one secure room for all Vendors will be provided;
- * One 2.5'x8' table will be provided for each Gift Facilitator; requests may be made for more than one table and will be granted based on availability;
- * First Baptist Church does not take responsibility for the security of items and/or money belonging to Vendors.

Glory to God and Peace on Earth,

Dave McNeely
First Baptist Church Jefferson City TN
865.308.3142
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