



菲律濱靈惠基督教會
Grace Christian Church
OF THE PHILIPPINES

GUIDELINES & POLICIES FOR COMMUNITY FAIR PARTICIPANTS

About the Event

The GCCP Community Fair is an annual one-day event where we welcome hundreds of families and individuals from surrounding neighborhoods for an entire day of family-friendly activities in a fun, warm, and welcoming environment.

This event is about building relationships and creating a space where people of all ages and backgrounds can get to know our church community outside of regular services. You'll find great food, drinks, games, entertainment, and a variety of items for sale, many of which are lovingly made by our church members or offered by non-GCCP affiliated local suppliers.

We're thrilled that you're interested in being part of this year's Community Fair by sharing your products or services. This packet will help you understand what to expect and how to get everything set up smoothly.

Please do not hesitate to contact us for any questions you may have.

Date of Event

November 30, 2024

Saturday • 9:00 AM - 5:30 PM

Open to

Groups or individuals who wish to offer products and/or services (food and beverage, games and entertainment, and items for purchase) during the event.

Participation Fee*

P3,500 - GCCP groups and individuals

P4,000 - Non-GCCP affiliated groups or proprietors

**To be paid via bank transfer once application has been approved. Bank details will be sent via email.*

Registration Deadline

November 10, 2024

Terms and Conditions

Application and Approval

1. All groups or individuals (Participants) who wish to take part in this event will need to fill out and submit a GCCP Community Fair Application Form and agree to the Terms and Conditions of the event. **Applications without the official form will not be honored.**
2. Applicants who obtain endorsement through a GCCP Ministry (LifeGroup, Student Ministries, Children, Kairos, etc.) are given priority due to an added layer of verification and accountability.
3. Application is on a first come, first served basis. However, please note that application does not guarantee approval. GCCP reserves the right to determine the eligibility of any group or individual for inclusion in the event.
4. The number of Participants admitted to each category is limited. This provides adequate options within the category and offers a better experience for shoppers and proprietors alike. Once these categories are filled/closed, applicants will be placed on a waitlist should an opening occur.
5. A representative from the GCCP Community Fair Committee (GCFC) will contact you regarding the status of your application and guide you through your next steps.
6. Payment instructions will be given upon approval of application.
7. If approved, applicants must pay the Participation Fee and provide proof of payment to confirm participation. We will acknowledge receipt of your payment through email.

Booth Space, Displays, and Equipment

1. Standard booth space is 2 x 2 meters (6 ½ x 6 ½ ft). Everything must fit within this defined space (marked with masking tape) for each Participant.
2. Booth spaces shall be used only for the purpose indicated in the original application.
3. GCCP cannot guarantee applicants a specific booth, but when possible, we will make every effort to place you in the desired general location, and not put similar establishments too close together. Please note, however, that due to limited space, this may not be possible.
4. GCCP will provide the following items per booth. Participants must supply any other equipment and fixtures.
 - One (1) 6 x 2 ft table
 - Two (2) monoblock chairs
 - One (1) electrical outlet
 - Wifi (limited to 2 devices)
5. Displays must not block neighboring booths. Open framework surrounding the booth is acceptable.
6. Participants shall restrict activities and materials to the confines of their defined booth area and may not use any equipment (sirens, alarm bells, amplifiers, flashing lights, sound system, etc.) that can potentially bother other participants and attendees outside their own booth.
7. Participant assumes total responsibility for his/her display and the actions of those representing his/her exhibit.

8. Please check with the GCFC before hanging any banner against ceilings or walls.

Set-up and Tear-Down

1. Participants may set-up their booths only within these available times:

Date	Booth No.	Time Allowed
November 29, 2024 (Friday)	All Booths	10:00 AM - 9:00 PM
November 30, 2024 (Saturday)	All Booths	6:00-9:00 AM <i>NOTE: Vehicles will not be allowed inside the church after 8:00 AM</i>

2. Participants are responsible for leaving the area in the same condition as they found it.
3. GCCP will not store any items from any group. All items left in GCCP facilities after 8:00 PM of November 30, 2024 will be disposed of.

House Rules

1. GCCP values kindness, integrity, honesty, courtesy, and modesty. All Participants are expected to observe the highest moral, ethical, and professional standards of behavior at all times and to conform to Philippine Laws.
2. Smoking, gambling, and drinking alcoholic beverages are NOT ALLOWED anywhere and at any time within the church premises. No pets, alcoholic beverages, and cigarettes. Illegal drugs and deadly weapons are STRICTLY PROHIBITED.
3. No electronic equipment, furniture, or any church property may be moved unless cleared with the GCFC. If allowed, tables, chairs, and other furniture must be lifted and not dragged along the floor. Any church property that has been moved must be reset to their original configuration before leaving (we recommend taking a photo of the room/area prior to use).
4. No nails, tacks, screws, staples, pins, or duct/packing tape are to be used in any part of the building or on any furniture.
5. Any decorations or heavy equipment that will be brought into the church buildings must be cleared with the GCFC.
6. Any damages to or loss of GCCP property is to be reported immediately to the GCFC.
7. GCCP is not responsible for any loss or damage to personal items on the property.
8. Please clean as you go (CLAYGO).
9. Other Matters Specific to this Event:
 - o GCCP makes no guarantee of number of Participants or attendees in subject event or a guarantee of sales for each Participant.
 - o GCCP accepts no responsibility for inclement weather.
 - o GCFC reserves the right to ask a Participant to remove any item that is inappropriate for a church fair sale. It is up to the discretion of the GCFC to define what “inappropriate” entails, but this includes offensive, vulgar, violent, demonic,

or pirated materials, and spoiled or expired foods. Any Participant who does not comply with the decision of the GCFC will have their booth shut down, forfeit any privileges given to them during this event, and risk being banned from taking part in future GCCP events.

- GCCP will not be held responsible for any lost, stolen, or damaged merchandise during the event.
- Participants will indemnify and hold harmless GCCP and its employees and volunteers from any and all claims, demands, or suits asserted by any person, firm, corporation, or other entities, arising out of his/her participation in this event.

Cancellation and Refund

1. Any cancellation must be initiated by the Participant personally or by phone. We will acknowledge your cancellation by email.
2. A standard fee of P1,500 will be charged for any cancellation.
3. In certain cases refunds may be allowed depending upon: (1) the reason for cancellation, (2) the number of days prior to the start of the event that your cancellation request is received, and (3) the amount expended in preparation for your participation in the event.
4. No refunds will be issued after November 10, 2024.
5. For inquiries and concerns, please email events@gccp.org.ph

General Guidelines & Policies for GCCP Events

1. Code of Conduct

- This is a church event/activity. All participants are expected to conduct himself/herself in a Christ-like manner at all times. Additionally, participants are expected to:
 - Be kind and helpful to fellow participants and event coordinators.
 - Listen to event coordinators and volunteers and treat them with respect.
 - Follow the House Rules of the venue.
 - Refrain from bringing prohibited items such as firearms/weapons, gambling materials, portable gaming systems, alcoholic drinks, illegal drugs, or pets.
- Should a participant fail to comply with the guidelines of this event, GCCP has the right to exercise disciplinary actions that may include but not limited to notifying the participant's family members, sending the participant home without refund, and fining the participant for any additional expenses incurred due to his/her actions.

2. Parent or Guardian's Consent

- If the participant is a minor, it is his/her responsibility to secure permission from his/her parent(s) or guardian before taking part in church events and activities.
- GCCP may verify parent's or guardian's consent as deemed necessary.

3. Health and Safety Policy

- Wearing masks is not mandatory. We encourage participants to do what is best for their personal health and safety.
 - Individuals who are showing Covid-like symptoms or are obviously sick on the day(s) of the event may not be allowed or may be asked to refrain from joining in the activities.
4. Medical Emergencies
- GCCP gives our best effort to assist in situations requiring medical attention during church events. Participant grants permission for necessary medical treatment to be given to him/her, including taking him/her to the nearest physician, dentist, or to the hospital.
 - If the participant is a minor, parent/guardian grants permission to the supervising staff to attend to the child. If further medical attention is required, every effort will be made to contact the parent/guardian to receive specific authorization before action is taken. If efforts to contact the parent/guardian are unsuccessful, parent/guardian grants permission for necessary medical treatment to be given to the child, including taking the child to the nearest physician, dentist, or to the hospital.
5. Liability Waiver
- Participant understands that unanticipated situations and problems that are beyond the control of the organizers, volunteers, and staff can arise on any event/activity, church-sponsored or otherwise, and therefore agree to release and hold harmless GCCP and its Event Coordinators, Volunteers, and Staff from any and all liability, claims, costs, interest, and expense arising from such situations, including any accident or injury, sickness, hospitalization, or other incidents beyond the control of GCCP, including but not limited to natural disasters, civil disturbances, and health issues that may arise during and/or as a result of his/her participation in this event.
6. Photo and Video Release
- During the event, GCCP may take photos, videos, and audio recordings of participants and attendees for documentation purposes.
 - All participants, parents, and guardians grant GCCP permission to use, publish, replicate, and distribute these recordings for any legal use, including but not limited to promotional materials, print and digital publications, social media, website, and/or other media channels. They also agree to waive any rights of compensation and/or ownership of any photos, videos, and/or other media taken during the event.
7. Privacy Policy
- GCCP collects personal information for a variety of purposes and through various channels, including but are not limited to, tithe envelopes, registration forms, online forms, application forms, etc.

- GCCP will only use the information you voluntarily provide us for the sole purpose for which it was collected. We will not disclose the information that we collect without your consent. We may use your personal information (1) to remember your personal preferences and website settings, and to facilitate access to our other media channels; (2) when you interact with our Ministry Teams, including GCCP Staff, GCCP Pastors, GCCP volunteers via Facebook Messenger or other Chat Applications, phone calls, or email; (3) when you request that our Prayer Ministry contact you, or include you in a mailing list; (4) when you submit your personal data to us for any reason.
- GCCP respects your right to privacy and the confidentiality of Personal Information provided to us and will not disclose or share your personal information to third parties without your permission, except when required by law or the appropriate government agencies, in accordance with relevant laws.
- We may disclose your personal information with authorized personnel and third-party service providers. We guarantee that we will only share the necessary information needed for them to deliver specific objectives or facilitate specific processes. These authorized personnel and third-party providers may include (1) pastors, staff, and volunteers to aid in our ministries and other services; (2) third-party service providers such as payment gateway systems, health service providers, and government agencies; (3) regulatory bodies in accordance with established legal guidelines, including tax, enforcement, or other authorities to assist in law enforcement and investigations by relevant authorities.
- We do not rent, sell, or exchange your information to any third parties.
- We have set in place appropriate processes to ensure the security of personal and sensitive information we hold. We will take reasonable steps to destroy or de-identify personal information if it is no longer needed for any purpose.
- It is your right to be dealt with anonymously, provided that it is lawful and practicable. We will try to accommodate your request for anonymity wherever possible, however, we note that in some circumstances, this may prevent us from effectively communicating with you.
- For inquiries and concerns about our Privacy Policy, you may contact the church at (+632) 8365-1763 or 8365-1764 or email info@gccp.org.ph

GCCP Community Fair Application Form

Please fill out completely and legibly, or go to the online form at <https://gccp.org.ph/cf-application>.

PARTICIPANT INFORMATION		INVOLVEMENT AT GCCP	
Applicant's Name*	Cell Phone*	Are you involved in any way with GCCP? (member, regular attendee, LifeGroup, etc.) *	<input type="checkbox"/> YES
Email*			<input type="checkbox"/> NO
Booth / Company Name	If YES, specify group/ministry		
PRODUCT INFORMATION			
Category(ies)*: <input type="checkbox"/> Apparel / Clothing <input type="checkbox"/> Arts and Stationery <input type="checkbox"/> Baby / Children's Products <input type="checkbox"/> Beauty & Personal Care <input type="checkbox"/> Fashion & Accessories (bags, jewelry, etc.) <input type="checkbox"/> Food & Beverage <input type="checkbox"/> Games & Activities		List / Description of Product(s)* Please be as specific as you can <input type="checkbox"/> General Merchandise <input type="checkbox"/> Holiday Items <input type="checkbox"/> Home Items & Decor <input type="checkbox"/> Medical / Health Products <input type="checkbox"/> Toys & Collectibles <input type="checkbox"/> Others (pls. specify): _____	
BOOTH INFORMATION			
Preferred Location* (Refer to Floor Plan) 1st Choice: 2nd Choice: 3rd Choice:	Estimated Power Consumption or List of Equipment needing a power source.*	Decorations and/or fixtures to be used (subject for approval)*	
ACKNOWLEDGEMENT AND AGREEMENT*			
By submitting this form: (1) I certify that the information I provided is true and correct. (2) I have read, understood, and agree to the Terms and Conditions stated in the Tour's information page, including the GCCP Privacy Policy and Website Terms of Use. (3) I consent to receive communication from GCCP, including promotions and news about upcoming events.			
_____ Applicant's Name		_____ Signature	_____ Date
TO BE FILLED OUT BY A GCCP STAFF			
Received by Date Received	Checked and Verified by Date	Approved for Selling Date	Booth Number Assigned
Remarks			

Frequently Asked Questions

How do I apply for a booth space?

- Fill out and submit the GCCP Community Fair Application Form. Only those who have submitted the form will be considered for booth space.
- Submission does not guarantee approval. A GCCP Staff will get in touch with you to confirm the status of your participation and guide you through the next steps.

How do I pay the participation fee?

- Once your application has been approved, a GCCP Staff will get in touch with you to confirm your participation and provide you with payment instructions.

Can I register and pay at the church?

- GCCP prefers paperless and cashless transactions. However, you can also submit hardcopies of your documents and pay in cash at the church office. Office hours are 9:00 AM to 5:00 PM (Tue-Sat) or 9:00 AM to 1:00 PM (Sun).
- A PDF copy of the form is available for you to download and print.