**HOLIDAY CRAFT FAIR**

First Christian Church, Garland Texas

Saturday December 5, 2015 (9:00 am – 3:00 pm)

Thank you for your interest in participating in First Christian Church of Garland’s Holiday Craft Fair. If you are considering exhibiting with us, we offer a pleasant environment in which to sell your crafts.

We are now reserving vendor spaces for crafters for our Holiday Craft Fair to be held Saturday December 5, 2015 at First Christian Church in Garland Texas. The Church (FCC Garland) is located at 115 S. Glenbrook, Garland Texas 75040.

Proceeds from this event will benefit FCC Youth Ministry. This event will be open to the entire community.

**ADVERTISING:**

We advertise in many ways! We will be advertising throughout the greater Garland area through the church website, newspapers, flyers posted in various stores (downtown Garland vendors/craft/grocery/libraries/etc), a banner located outside the venue, Craigslist, KLTY radio, and on-line advertising sites such as DFW Craft Shows. This will be at no additional cost to our vendors.

**VENDOR INFORMATION:**

1. Vendors may request up to 2 booths (or spaces) during early registration. Early registration will run through 11/29/2015. After 11/29/15, there will be a late fee of $5 added to your amount due. Each space will include 2 chairs.
2. **All displays must fit in the reserved area**. Booth space will be assigned in advance of the Bazaar, based on the order in which the signed contracts and payments were received.
3. Vendors must keep aisles free of merchandise and will be limited to the space provided.
4. No hanging of any materials will be allowed on walls or ceiling of the building.
5. Check in and set up will began at 7:00 am Saturday morning. All tables and booths must be set up by 8:45 a.m. as doors will open promptly to the public at 9:00 a.m. Tear-down may begin at 3:00 p.m. (no sooner please) and must be finished by 4:30 p.m.
6. Electricity will NOT be provided.
7. Vendors must use their own tables, and anything required for their display.
8. No Dividers will be provided however vendors may provide dividers of their own.
9. Vendors will be responsible for setting up their own booths and for providing their own dollies / carts.
10. As a professional courtesy to your fellow vendors, please do not bring children. Space is very limited behind our display tables.
11. Smoking is not permitted anywhere on the church property.
12. Vendors will be responsible for their own cash box and receipts.
13. Charging of sales tax is the responsibility of each vendor.
14. Any vendor that has open food products will be responsible for obtaining and providing the Health Permit for your booth. This permit must be posted on your booth and a copy must be provided to FCC prior to the show.
15. We reserve the right to limit the number of vendors selling similar items. We reserve the right to limit the number of independent contractors/consultants.

**DEADLINES AND PAYMENT INFORMATION:**

Checks must accompany a signed Vendor Agreement in order to reserve a space. Spaces are on a first come first serve basis and contracts will be accepted when completed in full, accompanied by a check, and by post marked date in the case of duplicate vendors. Please make your check payable to: **First Christian Church** with “Craft Fair” on the memo line. (*Please note there will be a $25.00 fee will be collected for any checks returned due to insufficient funds)*

**CANCELLATIONS:**

Booth Fees are non-refundable.

**DISCLAIMERS:**

First Christian Church of Garland will not be responsible for any lost or stolen merchandise, property or money. First Christian Church, its staff and members will be held harmless in case of any accident or injury that may occur during set up, take down, and the event.

**CONTACTS:**

If you have any questions or need additional information please contact Pastor Allison Ray at Allison@fccgarland.org (email) or call (972)272-5423 (church office) and leave a detailed message.

FIRST CHRISTIAN CHURCH HOLIDAY CRAFT FAIR

SPRING CRAFT SHOW USE ONLY –

Date Rec’d \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Amt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of booth needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booth Size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booth Assigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 VENDOR CONTRACT

I have thoroughly read and understand the Vendor Contract for the First Christian Church Holiday Craft Fair and I agree to the terms specified.

***(Please print)***

Name of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Product (s) to be Sold (be detailed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*\*\*Please note if have a special need for handicapped accessible locations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receipt of this signed vendor contract along with payment will secure your spot. An email will be sent to you as confirmation.

**\*\*\*BOOTH LOCATION AND FEES (please circle which one you will be reserving):**

~~Main Area (Fellowship Hall, downstairs) – Booth Area Approx 6 x8 (depth x width) @$40 (FCC church member $35)~~ SOLD OUT

Upstairs – Booth Area approx 6x8 (depth x width) @ $30 *(FCC church member $25)*

*NOTE: All registrations received after November 29, 2015 are subject to a late fee of an additional $5 per booth.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Make Checks payable to: **FIRST CHRISTIAN CHURCH**

Contracts should be received by mail no later than November 29, 2015.

Send the completed Vendor Contract and payment in full to: ­­­­­­­­­­­­­­­­­First Christian Church, 115 S. Glenbrook, Garland Texas 75040 – ATTN: Allison Ray/Holiday Craft Fair