

~Event Application~
1st Annual Rose Hill UMC Arts & Crafts Fair

Saturday, October 2, 2010
 8:00 a.m. – 3:00 p.m.

Please return this completed application and signed release with payment by September 17th to:

Rose Hill United Methodist Church
 21022 Rosehill Church Rd, Tomball, TX 77377
 281-351-5356 (office) 281-290-8429 (fax)
 events@RoseHillUMC.org www.RosehillUMC.org

Name: _____

Address/City/Zip: _____

Primary Contact #: _____ Alternate Contact #: _____

Email Address: _____

An email will be sent to you upon receipt of your application. A second email will be sent to you to notify you of your acceptance/non-acceptance into the Fair. All vendor applicants are subject to review and approval.

Description of Artwork/Craft/Items: (Describe in detail and attach a clear color photo of your booth items, or describe in detail and list your website.) Attach additional page(s) if necessary.

All spaces are approximately 10' X 10'. Spaces are limited and are first paid, first serve. Please indicate your first (1) and second (2) space preferences.

_____ Inside with Electricity -\$50 Qty. _____ Total Due \$ _____

_____ Inside without Electricity - \$35 Qty. _____ Total Due \$ _____

_____ Outside without Electricity - \$25 Qty. _____ Total Due \$ _____

_____ Chair(s) - \$2/each additional chair Qty. _____ Total Due \$ _____
 (One chair available at no charge)

_____ Table(s) approx. 8 ft X 2 ½ ft - \$5/each Qty _____ Total Due \$ _____
 (Limited number of tables available)

_____ Breakfast (brought to you) - \$3.00 Qty _____ Total Due \$ _____
 (Circle one food choice and one beverage choice: 2 donuts/1 breakfast burrito, milk/juice)

_____ Lunch (brought to you) - \$5.00 Qty _____ Total Due \$ _____
 (Circle one food choice and one beverage choice: Hot Dog and chips/Chili Dog and chips/Nachos/Frito Pie, tea/water/canned soda-Coke, Diet Coke, Dr. Pepper, Diet Dr. Pepper, Sprite, Root Beer)

Total Due \$ _____*

**Make checks payable to Rose Hill UMC. Please indicate Arts & Crafts Fair, 2010 in memo.*

If spaces are available the day of the Fair, they will be available on a 1st come 1st serve basis for an additional \$10 charge. All vendors and items are subject to review and approval. You are strongly encouraged to reserve your space before September 17th, as spaces are limited.

Rules:

- All vendor applicants are subject to review and approval.
- We reserve the right to limit the number of exhibitors in each category in order to maintain a variety of items.
- Each application must include a detailed list of items to be displayed or sold. If your application arrives without good, discernable photos of your artwork, crafts or items, or if your website is not easily discernable your application will be returned to you. Please do not include photos that need to be returned; photos will not be returned.
- Exhibitors may not invite anyone else to share their booth, unless you have applied together. Unapproved and non-listed items may be removed from display, and unapproved vendors will be removed from the premises.
- No prepared food for individual sale will be allowed. Prepackaged goods (i.e., jellies, soup mixes) will be permitted.
- If you need to take orders, make sure your contact information is given to your customers. You are responsible for the delivery of the ordered items. Please do not make the church office your pick up location.
- Merchandise must remain within the marked boundaries of each booth. Items may NOT be attached to the church walls.
- Smoking is not allowed anywhere in the building!
- Pets are not allowed. Service animals will be permitted.
- Illegal substances and alcoholic beverages are not allowed anywhere on the premises.
- **Set up:** Upon arrival, please sign in at the vendor info table before beginning your booth set up. All booths must be completely set up and ready for customers by 8:00 am the day of the fair. NO set ups will be allowed before 5:00 pm on Friday.

IF YOU HAVE AN INSIDE BOOTH, Please select one of the times below for your booth set up.

_____ Friday, 5:00-8:00pm OR _____ Saturday 5:30-7:45 am

If you do set up on Friday, please note that Rose Hill United Methodist Church is not responsible for any loss or damage to your merchandise and/or property. The doors will be locked at 8:00 pm Friday evening, but no security is provided Friday night.

IF YOU HAVE AN OUTSIDE BOOTH, please note that Rose Hill United Methodist Church is not responsible for any loss or damage to your merchandise and/or property. NO set ups will be allowed before 5:00 pm on Friday. No security is provided Friday night.

- **Breakdown:** All exhibitors are required to clean their booth area at the end of the Fair. Fair hours are 8:00 a.m. until 3:00 p.m. Please consider yourself committed to these hours. No early breakdowns will be allowed due to advertised times and in consideration of your fellow exhibitors. Please sign out at the vendor info table before you leave the premises.

General Release:

I, the undersigned, have read, understand, and agree to abide by the listed rules. It is also agreed that the undersigned will release, hold harmless and indemnify all sponsors of the Fair and committee members, including Rose Hill United Methodist Church, and its agents, representatives, and employees, for any and all claims which arise as a result of personal injury or loss of personal property of the undersigned which in any way is related to participation to the Rose Hill Arts & Crafts Fair. I also understand that submission of my application does not guarantee automatic acceptance into the Fair. Violators of the above rules will not be invited back.

Signature: _____

Date: _____

******* Do Not Write In Space Below. For Office Use Only. *******

Date rec'd: _____	Receipt confirmation email date: _____	Approved/Denied by: _____
A/D email sent: _____	Booth space assignment: _____	Notes: _____
