

**9<sup>th</sup> Annual Arts and Crafts Charity Bazaar**  
**JOHN KNOX PRESBYTERIAN CHURCH**  
**2525 N. Gessner Rd., Houston, TX 77080**

**September 16, 2017**  
**10:00 a.m. – 4:00 p.m.**

Dear Vendor,

This year the **John Knox 9<sup>th</sup> Annual Arts and Crafts Charity Bazaar** will be held on Saturday, September 16<sup>th</sup> and we want you to know how excited we are that you will join us in this very worthwhile endeavor. If you are a returning vendor, we extend a warm “glad to see you again.” If this is the first time you will be joining us, we welcome you and hope to impress you with our well-known hospitality.

I, Vickie Fisher, will be your primary contact for all things Bazaar. I can be reached at 281-924 1958 or [wvfisher@sbcglobal.net](mailto:wvfisher@sbcglobal.net).

Enclosed you will find the contract, application and rules for the **9<sup>th</sup> Annual Arts and Crafts Charity Bazaar**. Please complete the application and return with a copy of the signature page of this contract to the address below, marked for my attention. Also include 3 pictures of the items you will be selling (regardless of whether you are a past vendor) and a check or money order made payable to John Knox Presbyterian Church – Outreach/Bazaar. You now also have the option to pay online if you prefer. We have set up a PayPal account on our website where you may pay your fee. Go to [www.johnknoxhouston.org](http://www.johnknoxhouston.org) and click on the “Bazaar” page. Then click on the “Donate” button and make your payment. Please be sure to include a note on PayPal that includes the name you put on your mailed application so that we may match them up. We urge you to send in your application as soon as possible to guarantee that you get a space in the location of your choice.

Remember to return all of the following:

1. Completed Application
2. Signature page of Contract
3. 3 pictures
4. Payment (check or money order made to “John Knox Presbyterian Church – Outreach/Bazaar OR through PayPal on our website)

We appreciate your cooperation and pray that you will be blessed with a beautiful day and much success at the **9<sup>th</sup> Annual Arts and Crafts Charity Bazaar**. Thank you for your interest in our event.

Sincerely,

Vickie Fisher, Vendor Coordinator  
Outreach Committee  
John Knox Presbyterian Church  
281/924-1958

*For further information please see our website – [www.johnknoxhouston.org](http://www.johnknoxhouston.org).*

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2525 N. Gessner Rd., Houston, TX 77080

September 16, 2017  
10:00 a.m. – 4:00 p.m.

Application Form

**Exhibitor:** Only applicants who have completely filled out this form, and who have included payment and pictures, will be eligible for consideration.

**\*REQUIRED INFORMATION:**

\*Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*E-mail: \_\_\_\_\_ Phone # \_\_\_\_\_

(Whenever possible, all communication will be via e-mail. This allows you to receive any new information or notice in a more timely manner.)

Check or money order made out to: John Knox Presbyterian Church – Outreach/Bazaar  
Cash may be turned in at Church Office (not mailed please)  
Payment through PayPal on our website: [www.johnknoxhouston.org](http://www.johnknoxhouston.org) under the “Bazaar” tab

**\*Type of items to be sold:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*% Handmade \_\_\_\_\_ \*% Market/Factory: \_\_\_\_\_ \*% Jewelry \_\_\_\_\_

*Vendors are asked to donate either an item with a retail value of \$20.00-\$25.00, or a gift certificate of the same value. Donations need to be at the Silent Auction tables by 10:00 a.m. on the date of the event.*

\*What item can you donate? \_\_\_\_\_ \*Value \_\_\_\_\_

**Booth/Space – 10 ft. x 10 ft.**

**\*How many?**

Inside Fellowship Hall	\$55.00	_____
Inside (other than FH)	\$50.00	_____
Outside	\$40.00	_____

*Outside vendors: Pop-up or canopy tents are recommended.*

Do you wish to be put on a waiting list for a particular area? \_\_\_\_\_ Which? \_\_\_\_\_

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**10:00 a.m. – 4:00 p.m.**

**Rules and Regulations**

**General Rules**

1. Cancellation Policy: **No refunds will be given. The Bazaar will be held rain or shine.**
2. No booth or outside space is considered reserved until payment has been received, a signed copy of the contract is on file, 3 pictures of your merchandise have been received and you have been notified of acceptance.
3. The Vendor Coordinator will assign all booth spaces. All booth assignments are subject to change without notice at the discretion of the Coordinator.
4. No subleasing of booths is permitted; your booth will be forfeited without refund.
5. We realize emergencies do arise; please notify the Vendor Coordinator (Vickie Fisher – 281-924-1958) as soon as possible should something occur that would prevent you from participating in the 9<sup>th</sup> Annual Arts and Crafts Charity Bazaar.
6. Sales tax on items sold is the responsibility of the Vendor.
7. You may not close your table/booth before the posted closing time. **This is a show killer.**
8. No prepared food may be sold by any vendor except the Food Vendors. Only dried or canned food items may be sold in your booth.
9. All items offered for sale must be FIRST RUN ITEMS (no garage sale items or white elephants). **This is a church sponsored event and your merchandise must be appropriate for the venue. No tobacco or alcohol related items are allowed.**
10. The Vendor Coordinator reserves the right to bar any exhibit, or part of any exhibit, that is not in keeping with the purpose and character of the 9<sup>th</sup> Annual Arts & Crafts Charity Bazaar.
11. Unprofessional or rude behavior will not be tolerated under any circumstances. In the event of any dispute, a member of the John Knox Outreach Committee shall be the sole judge and that decision shall be final.
12. A policeman will be on duty at all times.

**Booths/Spaces**

1. Inside booth space is on a first come, first served basis. If you prefer an indoor booth and they are all full, you may request to be placed on a waiting list by indicating this on the Application Form.
2. Vendors are responsible for providing their own display tables. A few tables are available for a \$7.00 rental fee.
3. No electricity is promised to any booth space.
4. Your space will be marked off by tape on the floor. Please be sure nothing exceeds your space.
5. All tables must be covered and skirted to the floor (no exceptions). Skirting must be clean and neatly pressed. Storage/inventory boxes should be kept under skirted tables.
6. Nothing is to be tacked or propped against the walls of the inside booths.
7. Chairs will be provided for inside booths **upon request**. Do not set up any chairs inside the aisles outside your space.
8. Pop-up and Canopy tents are recommended for Outside Booths. All canopies will require weights.
9. Booth set-up will be Saturday, September 16<sup>th</sup> from 8:00-10:00 a.m. unless special arrangements have been made with the Vendor Coordinator. You may forfeit your booth if you fail to arrive by 9:00 a.m.
10. Set-up and take down of booth/equipment is the responsibility of the Vendor.
11. No alcohol or smoking in the Exhibit Area. A smoking area will be designated.
12. Parking and unloading procedures will be provided prior to the event.

**BE SURE TO READ THE RULES AND REGULATIONS WHICH ACCOMPANY THIS CONTRACT.**

**9<sup>th</sup> Annual Arts and Crafts Charity Bazaar  
2017 Contract**

**WHEN:** Saturday, September 16, 2017  
**WHERE:** JOHN KNOX PRESBYTERIAN CHURCH - 2525 N. Gessner Rd., Houston, TX 77080  
**TIME:** 10:00 a.m. – 4:00 p.m.

Upon receipt of this signed Application Packet, pictures and payment, John Knox Presbyterian Church will authorize you to sell your merchandise at the **9<sup>th</sup> Annual Arts and Crafts Charity Bazaar** to be held at 2525 N. Gessner, Houston, TX 77080 on September 16, 2017. Please make money orders payable to **John Knox Presbyterian Church – Outreach/Bazaar**. Mark to the attention of the **Vendor Coordinator** and mail to the above address.

John Knox Presbyterian Church will not be responsible for any loss or damage to the Exhibitor's/Vendor's merchandise from any cause whatsoever during the Bazaar hours or for merchandise which may be left overnight; including, travel to and from the church, moving into or away from exhibit areas and setting up or maintaining exhibits prior to, during or subsequent to the Bazaar. John Knox Presbyterian Church will not be liable to Exhibitor/Vendor, any employee or guest of Exhibitor/Vendor, or any member of the public for any physical or personal injury suffered by any such party while on or in the premises covered by this permit.

This contract will be kept on file. You will receive confirmation of your acceptance upon receipt of completed and signed Application Packet, booth payment and photos.

If you have any questions, please contact Vickie Fisher at 281/924-1958 or the church office at 713/462-5448.

**Each vendor is advised to obtain all permits necessary to do business in the city of Houston, Harris County. These permits should be at your booth at all times.** Please check with the City of Houston if you have any questions concerning these permits (typically required for food products or food samples). It is also recommended you have a Texas State Sales Tax certificate.

Initial: \_\_\_\_\_

Your signature below indicates you will adhere to this Contract and that you are acknowledging receipt of, have read and will abide by the 9<sup>th</sup> Annual Arts and Crafts Charity Bazaar Rules and Regulations.

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

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