

OKTOBERFEST AND MARKET
JOHN KNOX PRESBYTERIAN CHURCH
2525 N. Gessner Rd., Houston, TX 77080

Saturday, October 14, 2023
1:00 p.m. – 6:00 p.m.

Dear Vendor,

This year **Oktoberfest** will be held on Saturday, October 14 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.

Enclosed you will find the contract, application and rules for the **Oktoberfest**. Please complete the application and return with a copy of the signature page of this contract to the address found above, marked to the attention of “Oktoberfest Coordinator”. You may also drop your application off at our office, but please call before coming since our office hours vary. Also include a check or money order made payable to John Knox Presbyterian Church – Outreach/Oktoberfest. We are currently working on other payment options. Please call the church office for further information. 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. Payment (check or money order made to “John Knox Presbyterian Church – Outreach/Oktoberfest”)

We appreciate your cooperation and pray that you will be blessed with a beautiful day and much success at Oktoberfest. Thank you for your interest in our event.

Sincerely,

Susan Smith, Vendor Coordinator
Outreach Events Committee Co-Chairs
John Knox Presbyterian Church
713/462-5448

For further information, please see our website – www.johnknoxhouston.org or you may call the phone number above and ask for either of our co-chairs. To email your application or for questions about the bazaar, please email us at johnknoxevents@gmail.com

**Oktoberfest and Market
JOHN KNOX PRESBYTERIAN CHURCH
2525 N. Gessner Rd., Houston, TX 77080**

**October 14, 2023
1:00 p.m. – 6:00 p.m.**

Application Form

Exhibitor: Only applicants who have completely filled out this form, and who have included payment, 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/Oktoberfest
Cash may be turned in at Church Office (not mailed please)**

Please visit our website: www.johnknoxhouston.org under the “Oktoberfest” tab for further information.

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

***Do you represent a company such as, Avon, Scentsy, Tupperware, etc? If “yes” Name of Company:**

_____ **Pls. note: Failure to identify your Company affiliation on this form can result in your being asked to leave if two vendors from the same Company are present.**

Booth Space

Outside

\$40.00

***How many?**

Vendors: Pop-up or canopy tents are recommended.

Please Note: Rates will go up by \$10 per booth on September 1, 2023.

Oktoberfest and Market
JOHN KNOX PRESBYTERIAN CHURCH
2525 N. Gessner Rd., Houston, TX 77080

October 14, 2023
1:00 p.m. – 6:00 p.m.

Rules and Regulations

General Rules

1. Cancellation Policy: **No refunds will be given. Oktoberfest 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, 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 Susan Smith (713/462-5448) as soon as possible should something occur that would prevent you from participating at Oktoberfest. You may also email the church office at: johnknoxfhouston@gmail.com.
6. Sales tax on items sold is the responsibility of the Vendor.
7. 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.
8. **This is a church sponsored event and your merchandise must be appropriate for the venue. No tobacco or related items are allowed.**
9. 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 Oktoberfest and Market.
10. 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.

Booths/Spaces

1. Vendors are responsible for providing their own display tables.
2. No electricity is promised to any booth space.
3. Your space will be marked off by paint on outdoor spaces. Please be sure nothing exceeds your space.
4. Table skirts are recommended. Storage/inventory boxes should be kept under skirted tables.
5. Pop-up and Canopy tents are recommended for booths. All canopies will require weights.
6. Booth set-up will be Saturday, October 14 from 10:00 a.m. – 12:00 p.m. unless special arrangements have been made with the Vendor Coordinator. You may forfeit your booth if you fail to arrive by 11:00 a.m.
7. Set-up and take down of booth/equipment is the responsibility of the Vendor.
8. No smoking in the Exhibit Area. A smoking area will be designated.
9. Parking and unloading procedures will be provided prior to the event. No loading or unloading of merchandise is allowed on Gessner Rd. at any time.

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

**Oktoberfest and Market
2023 Contract**

WHEN: Saturday, October 14, 2023
WHERE: JOHN KNOX PRESBYTERIAN CHURCH - 2525 N. Gessner Rd., Houston, TX 77080
TIME: 1:00 p.m. – 6:00 p.m.

Upon receipt of this signed Application Packet and payment, John Knox Presbyterian Church will authorize you to sell your merchandise Oktoberfest to be held at 2525 N. Gessner, Houston, TX 77080 on October 14, 2023. Please make money orders or checks payable to **John Knox Presbyterian Church – Outreach/Oktoberfest**. 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 Oktoberfest 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 Oktoberfest. 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 and booth payment.

If you have any questions, please contact Susan in the church office at 713/462-5448 or by email – johnknoxhouston@gmail.com.

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 Oktoberfest and Market Rules and Regulations.

Signature: _____

Date: _____