

**John Knox Oktoberfest Charity Event  
JOHN KNOX PRESBYTERIAN CHURCH  
2525 N. Gessner Rd., Houston, TX 77080**

**October 19, 2024  
12:00 Noon – 4:00 p.m.**

Beneficiaries of this year's bazaar include: The Seafarers Ministry to the Port of Houston, Woods Goods (a food pantry at Spring Woods High School started by the Student Council)

Dear Vendor,

This year the **John Knox Oktoberfest Charity Event** will be held on Saturday, October 19 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 **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 "Vendor Coordinator". You may also drop your application off at our office, but please call before coming to be sure someone will be there to meet you. 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/Oktoberfest. Please call the church office for further information.

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 the **John Knox Oktoberfest Charity Event**. Thank you for your interest in our event.

Sincerely,

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

*For further information, please see our website – [www.johnknoxhouston.org](http://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](mailto:johnknoxevents@gmail.com)*

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**October 19, 2024**  
**12:00 Noon – 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. Please note the rules on page 3. This is a fundraiser and **no refunds** will be issued once application is accepted and payment is received.

**\*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](http://www.johnknoxhouston.org) under the “Oktoberfest Charity Bazaar” tab for further information.**

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

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

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

**PLEASE NOTE: Jewelry vendors – All jewelry must be hand-crafted.**

**\*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 – 10 ft. x 10 ft. All booths are outside under our beautiful trees and along the sidewalk areas in front of the buildings.**

**\*How many?**

Outside

\$40.00 (thru 8/31/24)

\_\_\_\_\_

***Pop-up or canopy tents are recommended.***

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**October 19, 2024**  
**12:00 Noon – 4:00 p.m.**

**Rules and Regulations**

**General Rules**

1. Cancellation Policy: **No refunds will be given. The event will be held rain or shine.**
2. No booth 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. Outdoor booth spaces are approximately 10 x 10.
4. The Vendor Coordinator will assign all booth spaces. All booth assignments are subject to change without notice at the discretion of the Coordinator.
5. No subleasing of booths is permitted; your booth will be forfeited without refund.
6. We realize emergencies do arise; PLEASE notify us (713/462-5448) as soon as possible should something occur that would prevent you from participating in the Oktoberfest event. You may also email us at: [johnknoxevents@gmail.com](mailto:johnknoxevents@gmail.com).
7. Sales tax on items sold is the responsibility of the Vendor.
8. You may not close your table/booth before the posted closing time. **This is a show killer.**
9. No prepared food may be sold by any vendor except the Food Vendors, and appropriate food licenses are required. Only dried or canned food items may be sold in your booth.
10. **This is a church sponsored event and your merchandise must be appropriate for the venue.**
11. 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 Oktoberfest Charity Event.
12. 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. Table skirts are recommended to store inventory/storage boxes under the tables. Skirting should be clean and neatly pressed.
4. Pop-up and Canopy tents are recommended for Outside Booths. It is recommended that you weight your canopies.
5. Booth set-up will be Saturday, October 19 from 10:00 a.m. until noon. You may forfeit your booth if you fail to arrive by 11:00 a.m.
6. Set-up and take down of booth/equipment is the responsibility of the Vendor.
7. No smoking in the Exhibit Area. A smoking area will be designated.
8. No outside alcohol will be permitted in the Exhibit Area.
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.
10. Booth fees will increase by \$10.00/booth if you sign up on September 1, 2024 or later. Payment in full must be received prior to September 1 to get the lower rate.

Beneficiaries of this year's charity bazaar are: Seafarers Ministry to the Port of Houston ([www.pbyofnewcovenant.org/mission-partners](http://www.pbyofnewcovenant.org/mission-partners)) and Woods Goods (a food pantry started by the Student Council at Spring Woods High School)

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

**John Knox Oktoberfest Charity Event  
2024 Contract**

**WHEN:** Saturday, October 19, 2024  
**WHERE:** JOHN KNOX PRESBYTERIAN CHURCH - 2525 N. Gessner Rd., Houston, TX 77080  
**TIME:** 12:00 Noon – 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 **John Knox Oktoberfest Charity Event** to be held at 2525 N. Gessner, Houston, TX 77080 on October 19, 2024. 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. Fees paid September 1, 2024 or later will be an additional \$10.00 per booth.

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 the 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, booth payment and photos.

If you have any questions, please contact Susan or Katie in the church office at 713/462-5448 or by email – [johnknoxevents@gmail.com](mailto:johnknoxevents@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 the **John Knox Oktoberfest Charity Event Rules and Regulations**.

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

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