John Knox Oktoberfes & Market Day
JOHN KNOX PRESBYTERIAN CHURCH
2525 N. Gessner Rd., Houston, TX 77080

October 17, 2026
12:00 noon – 4:00 p.m.
Beneficiary of this year's fundraising is Entrusted Houston (entrustedhouston.org)

Dear Vendor,

This year the **John Knox Oktoberfest** will be held on Saturday, October 17 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 2026.** 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 a check or money order made payable to John Knox Presbyterian Church – Oktoberfest 2026. 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 – Oktoberfest 2026)

We appreciate your cooperation and pray that you will be blessed with a beautiful day and much success at **John Knox Oktoberfest 2026.** 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 call the phone number above. To email your application or for questions about the market day, please email us at johnknoxevents@gmail.com

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

October 17, 2026
12:00 noon – 4:00 p.m.

Application Form

Exhibitor: Only applicants who have completely filled out this form, and who have included payment, will be eligible for consideration. 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 – Oktoberfest 2026
Cash may be turned in at Church Office (not mailed please)

***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 – 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	_____

Pop-up or canopy tents are recommended.

John Knox Oktoberfest 2026
JOHN KNOX PRESBYTERIAN CHURCH
2525 N. Gessner Rd., Houston, TX 77080

October 17, 2026
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. 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 Oktoberfest 2026. You may also email us at: johnknoxevents@gmail.com.
7. Sales tax on items sold is the responsibility of the Vendor.
8. 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.
9. **This is a church sponsored event and your merchandise must be appropriate for the venue.**
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 Oktoberfest 2026.
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.

Booths/Spaces

1. Vendors are responsible for providing their own display tables.
2. No electricity is promised to any booth space.
3. Pop-up and Canopy tents are recommended. It is recommended that you weight your canopies.
4. Booth set-up will be Saturday, October 17 from 10:00 a.m. until 12:00 noon
5. Set-up and take down of booth/equipment is the responsibility of the Vendor.
6. No smoking in the Exhibit Area. A smoking area will be designated.
7. No outside alcohol will be permitted in the Exhibit Area.
8. 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.

Beneficiary of this year's charity fundraising is Entrusted Houston (entrustedhouston.org)

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

John Knox Oktoberfest
2026 Contract

WHEN: **Saturday, October 17, 2026**
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 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 17, 2026. Please make money orders or checks payable to **John Knox Presbyterian Church – Oktoberfest 2026**. 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 2026 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 2026. 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 .
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: _____