

**12th Annual Arts and Crafts Charity Bazaar
JOHN KNOX PRESBYTERIAN CHURCH
2525 N. Gessner Rd., Houston, TX 77080**

**September 19, 2020
10:00 a.m. – 4:00 p.m.**

Dear Vendor,

This year the **John Knox 12th Annual Arts and Crafts Charity Bazaar** will be held on Saturday, September 19th 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 **12th 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 found above, marked to the attention of “Bazaar Coordinator”. You may also drop your application off at our office on Wednesday between 10:00 a.m. and 4:00 p.m. 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. 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. 3 pictures
4. Payment (check or money order made to “John Knox Presbyterian Church – Outreach/Bazaar”)

We appreciate your cooperation and pray that you will be blessed with a beautiful day and much success at the **12th Annual Arts and Crafts Charity Bazaar**. Thank you for your interest in our event.

Sincerely,

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

For further information or to answer questions, please see our website – www.johnknoxhouston.org or you may call the phone number above and ask for either of our co-chairs.

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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)

Please visit our website: www.johnknoxhouston.org under the “Fall 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. Inside booth spaces will be approximately 10 ft. X 10 ft. but because of the configuration of the rooms, they may not be exactly 10 X 10 (ie: approximately 9 ft. X 11 ft. or 8 ft. X 12 ft. etc.)

***How many?**

Inside Fellowship Hall	\$65.00	_____
Inside (other than FH)	\$60.00	_____
Outside	\$50.00	_____

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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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. Indoor booth spaces are approximately 10 x 10, but due to the configuration of the rooms, we cannot guarantee an exact 10 x 10 space.
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 Susan Smith or Debbi Englade (713/462-5448) as soon as possible should something occur that would prevent you from participating in the 12th Annual Arts and Crafts Charity Bazaar. This is especially vital if you have reserved an indoor booth. You may also email the church office at: 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. Only dried or canned food items may be sold in your booth.
10. 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.**
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 12th Annual Arts & Crafts Charity Bazaar.
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. 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.
3. No electricity is promised to any booth space.
4. Your space will be marked off by tape on the floor (paint on outdoor spaces). 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 19th 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. 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.

**12th Annual Arts and Crafts Charity Bazaar
2020 Contract**

WHEN: Saturday, September 19, 2020
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 **12th Annual Arts and Crafts Charity Bazaar** to be held at 2525 N. Gessner, Houston, TX 77080 on September 19, 2020. Please make money orders or checks 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 Susan or Debbi 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 12th Annual Arts and Crafts Charity Bazaar Rules and Regulations.

Signature: _____

Date: _____