



WESTLAND BAPTIST CHURCH

FALL CRAFT SHOW

October 7, 2017

9 am – 4 pm

VENDOR INFORMATION

Westland Baptist Church is hosting a Fall Craft Show on Saturday, October 7, 2017 at 1407 W Grand Parkway South, Katy, TX 77494. Booth/concession proceeds will benefit the Children's and Youth Ministries at Westland Baptist Church.

Booth Information: Booths must have the name on banner, sign, table cloth, etc. Only one consultant per national company will be allowed at the show (i.e. Tupperware, Scentsy, etc.) All spaces will be inside and will be approximately 10x10. Booths will be assigned upon check-in. No additional tables, racks or backdrops will be allowed OUTSIDE of your booth space. No tape, tacks, or anything else can be used to hang items on the wall or attached to the floor. Vendors will be expected to leave the rented space in the same condition as found. All trash should be cleared and disposed of before leaving.

Fees: \$50 for 10 x 10 booth space. Deadline for registration is August 1, 2017. Booth fee for **late registration is \$60.** Returned checks will incur a \$25 NSF fee. No refunds will be issued. If you must cancel, your booth fee will be considered a donation to the Children's and Youth Ministries. Westland Baptist Church is a 501(c)3 organization.

Guidelines: Vendors are responsible for providing their own tables & chairs (unless rented), cloths, banners, booth set up, money bag and change, etc. Tables and chairs are available for a fee on a first come first serve basis. Westland Baptist Church is not responsible for the success of the sales, storage of items, or lost/stolen, damaged items. All sales are between seller and buyer and not the responsibility or liability of Westland Baptist Church. The Craft Fair Committee reserves the right to refuse vendor participation if the goods for sale are not deemed appropriate (i.e. no alcoholic beverages, tobacco or suggestive images/phrases).

Set up/Tear down: Vendors may begin setting up at 8:00 am on Saturday and must be completed by 9:45 am. You must check-in at the table at the front doors. Once you get your booth number, you will be guided to your area and told which door you may enter to unload. Volunteers will be available to assist in unloading. After you have unloaded, your vehicle must be moved immediately and parked in the designated area (in the back or on the sides of the building). Front parking spaces will be for customers only. For the safety of customers and other vendors, tear down will not begin until 4:00 pm and should be completed no later than 5:00 pm.

If you have any questions, please email westlandcraftshow@gmail.com



WESTLAND BAPTIST CHURCH
FALL CRAFT SHOW
2017 VENDOR APPLICATION

Business Name _____ Rep Name _____

Mailing address: _____

Email: _____ Phone _____

Facebook/Website/Etsy, etc. _____

Booth fee: \$50 (approximately 10 x 10) _____ Late registration: \$60 _____ after Aug. 1

Table \$10 each _____ Chairs \$2 each _____ (first come, first serve basis for both)

Provide a brief description of the items you plan to sell _____

A concession stand will be available with various baked goods. If you wish to pre-order your lunch, it will be delivered to your booth. Lunch order forms will be sent at a later date.

Booth fee \$ _____

Table(s) \$10 each \$ _____

Chair(s) \$2 each \$ _____

TOTAL \$ _____

Mail check along with completed Application and Waiver to:

Westland Baptist Church
1407 W Grand Parkway South
Katy, TX 77494
Attention: Welcome Home Craft Fair

I have read and agree with the Vendor Information and Guidelines for the Westland Baptist Church Fall Craft Show.

Vendor Signature

Date

Craft Show Committee Use Only: Date Rec'd _____ Ck # _____ Amt: _____ Booth # _____