

2017 FUMC Harvest Craft Bazaar Vendor Guidelines

WHERE: First United Methodist Church - The Colony

4901 Paige Rd, The Colony, TX

Contact info: Amy Reddoch via email bazaar@fumctc.org or phone Shannon Morehouse 214-957-9775

WHEN: Saturday, October 7, 2017, 9:00 am - 4:00 pm

VENDOR SETUP TIMES:

- Inside booths can set up on Friday anytime between 2:00 pm and 9:00 pm. Booths will not be available before 2:00 pm.
- Inside and outside booths can set up on Saturday 7:00 – 8:55 am.
- Please do not arrive any later than 8:00 am on Saturday.
- Vendors should be set up and ready to sell at 8:55 am.
- If you are arriving on Friday afternoon, *PLEASE WATCH OUT FOR CHILDREN* in the parking lot. There is a daycare on site.

BOOTH ASSIGNMENTS / SETUP:

- When you arrive, stop by the check-in table at the church entrance to pick up your vendor packet & booth assignment, and turn in your donation for the Opportunity Drawing, value of \$10 or more, **BEFORE** set-up.
- Park in the loading zones, unload all your products and tables, move your vehicle to the designated vendor parking, then begin setting up your booth.
- Please do not move to another booth space or swap booth locations with other vendors. Check with the Vendor coordinator (Amy Reddoch) if you wish to move. Booths are carefully assigned to avoid direct competition.
- Inside booths are approximately 8'x10' and outside booths are approximately 10'x10'.
- Covers/canopies are not provided for outside booths.
- Two chairs are provided with inside booths. Table rentals need to be reserved and paid for in advance with booth rental. Tables are limited.
 - If you reserved and paid for a table, it will be in your assigned booth when you arrive.
 - Leave your rented tables in your booth at the end of the bazaar.
- Do not begin setup until your vehicle is fully unloaded and moved from the loading zone.
- Booth assignment is done on a first come-first served basis, which is based on when the Vendor coordinator receives (using the USPS postmark, date of email submission, or date of online submission) the vendor's payment and application.
- One vendor per Direct Sales company will be allowed.

BOOTH GUIDELINES:

- You may sell only the items listed on your application. This is a juried show and we will ask you to remove unspecified items or leave the show if you are not willing to comply.
- We reserve the right to reject anything not in good taste or not within guidelines of our bazaar.
- All product, displays, tables and chairs must stay within your designated booth space. Do not overlap into other spaces.
- Each vendor is personally responsible for obtaining their state sales tax license and collecting and remitting all sales tax. Due to church audit requirements, you will need to supply your state sales tax id on the bazaar application. It is understood that Direct Sales representatives do not need to supply a tax ID.
- No vendor replacements or substitutions for your booth space and/or product should be made without the bazaar committee's approval.
- If you are selling any food items, you are responsible for obtaining a food permit from The Colony Health Department. Limited food sales are allowed and must be pre-approved by the bazaar committee.
- Gas generators are not allowed.
- No decals, stickers, nails, permanent type of tape allowed on windows, walls, or doors of the exhibit space.
- The burning of incense or candles is not allowed.
- No soliciting, approaching patrons, or distribution of advertising material allowed on church property.
- No vendor may sell any soft drinks, name brand drinks, or bottled water.

OPPORTUNITY DRAWINGS: Your admission fee includes one item to be donated from your booth, with a value of \$10 or more.

- This item must be turned in at check-in, **BEFORE** booth setup.
- Submit your business card with your donation.

DIRECTIONS:

- Get driving directions from the internet - Google, Mapquest, etc.
- From HWY 121, take the *Plano Pkwy / Paige Road* exit.
- If you have difficulty locating the church, please text Amy Reddoch at 469-877-9839. Do not call the church office on the day of the bazaar: no one will be in the church office.
- We will have several directional signs posted (as allowed by city and TXDOT guidelines).

PARKING:

- The parking lot and church entrance are on the back side of the building - off Paige and Avery.
- After you pick up your vendor packet, there will be workers directing you to vendor parking.
- Park in the grassy area on the far north side of the church. Do not park in the paved parking; leave it for your customers. The paved customer parking will be full throughout the day.
- For the safety of everyone, do not drive your vehicles into the booth areas for unloading or loading.

CLEANUP:

- Do not pack up and leave the Bazaar before 4:00 PM.
- Leave your rented tables in your booth space.
- Booth area must be left clean. Trash must be left in provided receptacles or carried out.

CANCELLATIONS:

- If for any reason you need to cancel your booth reservation, *please let me know as soon as possible*.
- If you can't make it on the day of the bazaar, call Shannon Morehouse 214-957-9775, or text Amy Reddoch 469-877-9839, or email bazaar@fumctc.org as early as 6:00 am. It is very disruptive to the bazaar and the other vendors to have empty booth spaces or vendors changing booths.
- The bazaar will be held, rain or shine.
- No refunds after September 1. We will consider refunds before September 1 on a case by case basis – provided we can resell your space.

FOOD: Breakfast and lunch items will be available for purchase. UMW will have their annual bakery.

- Breakfast will be available around 8:00 am.
- Lunch will be served around 11:00 am - 2:30 pm.

ASSISTANCE:

- If you need assistance at any time during the Bazaar, please contact one of the UMW volunteers wearing the red t-shirts or one of the parking attendants. We will be happy to help you.
- Bazaar volunteers (red t-shirts) will watch your booth for a maximum of 15 minutes if you need to use the restroom, get food or do a little shopping.
- Restroom facilities are located in the front foyer of the church.
- No smoking anywhere on the church grounds.

VENDOR FEEDBACK

- After the event has been over, you will receive an email with a link to a survey to fill out about your bazaar experience.

Vendor Application	Please fill in below:
Your Name	
Business Name	
List websites, social media sites that you use for your business, with full website addresses	
Provide a short, fun description of your business for the Bazaar Facebook page ads going live in August	
Mailing Address	
Cell Number	
Email Address	
State Sales Tax ID # (N/A for direct sales companies)	
Product Donation & Value	
Description of your booth & products	

Bazaar Product	Description	Cost	Subtotal	Total
Premium Inside Booth	Narthex or Sanctuary, space varies, limited availability	\$75		
Inside Booth	Inside the church, approximately an 8x10 space, but can vary	\$60		
Premium Outside Booth	Only 2 available, inquire by email to bazaar@fumctc.org	\$60		
Outside Booth	North Lawn, 10x10, BYO canopy	\$50		
Table Rental	per table, 30"x72" (limited availability)	\$10		
Electrical Rental	limited availability	\$10		
Booth Discount	for returning vendors or church members	-\$5		
Total Payment	add your fees for booth, table, & electrical; subtract applicable discount			\$

For Application Submission, you need the following:

1. Completed application (previous sheet or complete the online form)
2. Signed Statement of Release (next page of this Vendor Application or answer question 20 on online form)
3. Cashiers check, money order, or check for full amount made payable to FUMC-UMW OR payment via PayPal. If using PayPal, use this website link to send payment: <http://www.paypal.me/fumctcUMW>
4. Two or more photos or a catalog of your products, preferably digital.
5. Be prepared to donate one product to the Opportunity Drawing at booth check-in, BEFORE set-up, with a value of \$10 or more.

No application will be considered that is not paid in full. Booths filled on a first come, first served basis. The absolute deadline for application submission is September 27. No cancellations or refunds after September 1.

Return Application, Payment, & Photos/Catalog to:

**FUMC The Colony
UMW - Harvest Craft Bazaar
4901 Paige Rd
The Colony, TX 75056**

OR submit electronically to: bazaar@fumctc.org; use this website link to send payment: <http://www.paypal.me/fumctcUMW>

OR fill out the application form online at www.fumctc.org/Bazaar; use this website link to send payment: <http://www.paypal.me/fumctcUMW>. If filling out the application online, you will also need to submit digital photos via email to bazaar@fumctc.org.

Statement of Release:

I have read the rules and regulations of the 2016 Harvest Craft Bazaar and agree to abide by the established rules. I understand that if I do not abide by the rules/regulations, I will be asked to remove all merchandise and a refund will not be issued. I realize that if I cancel my registration, I will not be issued a refund. I hereby release First United Methodist Church, The Colony, its employees and agents, and the Harvest Craft Bazaar Committee from all responsibility in the event of personal injury, or injury, accident or theft of merchandise.

Signature _____

Your Printed Name _____

Name of Business _____

Date _____