

United Methodist Women
First United Methodist Church
4901 Paige at Avery
The Colony, TX 75056



March 5, 2018

Dear Vendor,

It is time to apply for a booth at the 30th Annual Harvest Craft Bazaar at our church, and we hope you will consider joining us! The date is Saturday, October 6, 9:00 am to 4:00 pm. We will have inside and outside booths as usual.

We will continue to have inside premium booths available, there will continue to be booths available in the Fellowship Hall, and electricity will be available for rental (on a limited basis). We will continue to have the 2 premium outside booths. We are possibly ADDING more booths in the classrooms to accommodate more vendors that absolutely have to be inside. Check the Vendor Application for pricing. You may now also fill out the application online via Google forms and pay via a PayPal link.

We will continue to advertise in 2018. We will be on several craft show websites. We will have a Facebook page for the event, and will showcase vendors as desired on that page, starting in August. There will be flyers for the Bazaar distributed locally, and you will be able to distribute them also. We will have a mass email ad campaign. We will have several huge red feather signs on Paige Road to invite drivers in. We fully anticipate having more traffic this year for you. You as a vendor have a lot to offer, and we aim to make sure the public knows that. We are working on having a petting zoo outside, and possibly some more fun activities.

Something new this year is advertising on the big screen in the Sanctuary. If you would like to have your ad up there, that's only \$10. It will run all through the event as part of the slideshow. Simply indicate on the application if you'd like to do this, and I'll be in touch with you about doing the ad itself.

You might be wondering where the premium booths are located. Four premium booths are located in the Narthex, close to the UMW Bake Sale; this is the main entry into the church. Several premium booths are located in the Sanctuary. Two premium outside booths are at the entry to the Narthex/Fellowship Hall. Contact me if you have more questions about where these premium booths are located.

You may send your application in one of three ways: print form through the mail, or electronically, either through email or by filling out the online application on Google forms. PayPal is now available as a payment option; you can click the PayPal link. Google form: <https://goo.gl/forms/MekyfOAoldCrFgIC3>

Following this letter to you are the Vendor Guidelines and Application.

Save this web address and share it with your friends, family, and customers: www.fumctc.org. I will contact you when the Facebook page is up and active in August, so that you may go "Like" the page and share it.

I fully expect to hear from YOU. It is my job to put on a good event for YOU and to make things run smoothly. I need to be in partnership with you to do that. Thank you for working with me and UMW to make this year's 30th Bazaar a worthy event!

Amy Reddoch, Bazaar Chair
bazaar@fumctc.org
text message: 469-877-9839
phone: Shannon Morehouse: 214-957-9775

First United Methodist Church, The Colony

30th Annual Harvest Craft Bazaar

October 7, 9a-4p

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		
Sanctuary advertising	On the big screen, running as part of an all-day slideshow	\$10		
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 26. 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 _____