

ANNUAL ROSE HILL UMC

Arts and Craft Fair

First Saturday in October from 9am – 3pm

Please complete the application and signed released with payment by September 15th to:

ccook_2005@yahoo.com

or by U.S. mail to:

Rose Hill United Methodist Church
21022 Rosehill Church Rd., Tomball, TX 77377

www.rosehillumc.org

Name: _____ Phone # _____

Address: _____ City: _____ Zip: _____

Email Address: _____

DESCRIPTION OF YOUR ARTWORK/CRAFTS AND ITEMS FOR SALE (PLEASE ATTACH A COLOR PHOTOGRAPH OF YOUR BOOTH ITEMS:

**All vendor application are subject to review and approval. A confirmation email will be sent to you informing you of your approval.

SPACE IS LIMITED AND ARE ASSIGNED ON A FIRST COME FIRST PAID BASIS. PLEASE INDICATE YOUR 1ST AND 2ND PREFERENCES.

_____ Inside with Electricity	\$65	Qty _____	Total Due: _____
_____ Inside without Electricity	\$50	Qty _____	Total Due: _____
_____ Outside without Electricity	\$40	Qty _____	Total Due: _____
_____ Outside Food Vendor	\$40	Qty _____	Total Due: _____
_____ Additional Chair	\$5	Qty _____	Total Due: _____
_____ Table (8x2 ½)	\$8	Qty _____	Total Due: _____

Grand Total: _____

**MAKE CHECKS PAYBALE TO ROSE HILL UMC. PLEASE INDICATE CRAFT FAIR IN THE MEMO

RULES:

- All vendor applications are subject to review and approval
- We reserve the right to limit the number of exhibitors in each category in order to maintain a variety of items
- Each application must include a detailed list of items to be displayed or sold. If your application arrives without good, discernable photos of your artwork, crafts or items, or if your website is not easily discernable your application will be returned to you. Photos will not be returned.
- Exhibitors may not invite anybody else to share their booth, unless you have applied together. Unapproved and non-listed items may be removed from display and unapproved vendors will be removed from the premises.
- No prepared food for individual sale will be allowed unless you have registered as an outside vendor and have appropriate permits. Prepackaged goods (i.e. jellies, soup mixes) will be permitted.
- If you need to take orders, make sure your contact information is given to your customers. You are responsible for the delivery of the ordered items. Please do not make the church office your pick up location.
- Merchandise must remain within the marked boundaries of each booth. Items may not be attached to the church walls.
- The sale of animals is not permitted unless previously approved.
- Smoking is not allowed anywhere in the building
- Pets are not allowed. Service animals will be permitted
- Illegal substances and alcoholic beverages are not allowed anywhere on the premises.

SET-UP

Upon arrival, please sign in at the **Vendor Information Table** before beginning your booth set up. All booths must be completely set up and ready for customers by 8:45am the day of the fair. NO set ups will be allowed before 5pm on Friday. **Please note that Rose Hill United Methodist Church is not responsible for any loss or damage to your merchandise and/or property.**

- IF YOU HAVE AN INSIDE BOOTH, Please select one of the times below for your booth set up:
- Friday, 5 -8pm, _____ OR Saturday, 7:30 – 8:45am _____. The doors will be locked at 8pm Friday evening, but no security is provided Friday night.
- IF YOU HAVE AN OUTSIDE BOOTH, NO setups will be allowed before 5pm on Friday, NO security is provided Friday night.
- BREAKDOWN: All exhibitors are required to clean their booth area at the end of the Fair. Fair hours are 9am - 3pm. You must be committed to these hours. No early breakdowns will be permitted due to advertised hours of the event and in consideration of your fellow exhibitors. Please sign out at the **Vendor Information Table** before you leave the premises.

GENERAL RELEASE:

I, the undersigned, have read, understand and agree to abide by the listed rules. It is also agreed that the undersigned will release, hold harmless and indemnify all sponsors of the RHUMC Arts and Crafts Fair and Committee members, including Rose Hill United Methodist Church and its agents, representatives and employees, for any and all claims which arise as a result of personal injury or loss of personal property of the undersigned which in any way is related to participating to the RHUMC Arts and Craft Fair. I also understand the submission of my application does not guarantee automatic acceptance into the Fair. Violator of the above rules will not be invited back.

Signature: _____ Date: _____