

Lake Cities United Methodist Church

2011 Fall Craft Fair

Vendor Details:

Where: Lake Cities United Methodist Church – Lake Dallas, TX
300 East Hundley Drive
Lake Dallas, TX 75065-2630
(940) 321-6100
Contact: Holly Witter - hwitter@centurytel.net OR
Helen Hutto – hhutto617@yahoo.com

When: Saturday, October 15, 2011
Shopping hours: 9:00 a.m. – 4:00 p.m. – RAIN OR SHINE!

Vendor Setup times: (PLEASE DO NOT ARRIVE EARLY TO SET UP.)
Friday, October 14 - 4:00 p.m. – 8:00 p.m. &
Saturday, October 15 - 7:30 a.m. – 8:45 a.m.

**Both inside and outside vendors need to be ready for customers by 8:45 a.m. Saturday morning.

Booth Assignment & Setup:

- When you arrive, contact one of the church workers to get your booth assignment. Booths are pre-assigned based on registration fees received date.
- Do not move booth spaces or switch space with another vendor. Please check with the vendor coordinator if there is a problem.
- There are a variety of booth sizes – see registration form for specific dimensions and choices.
- Covering is not provided for outside booths, so please feel free to provide your own.
- Tables will be available for rental for \$10 and chairs will be available for \$5. Please request these at the time you make your reservation. If there are extra available the day of the fair, those will be available, but those who reserved them will get them first.
 - Reserved tables and chairs will be in your booth if you have reserved those in advance.
- There will be volunteers available to help with loading and unloading your car, once you arrive.
- Be sure you have completely unloaded your vehicle from the unloading area prior to setting up your booth. Be sure to park on the far side of the church parking lot, so that guests can have the “prime” parking spaces for YOUR business!

Booth Guidelines:

- You may only sell the items listed on your application.
- We reserve the right to reject any items not within the guidelines of our bazaar.
- All items for sale must remain within your booth space. Please do not overlap into other vendor's spaces or the aisle spaces.
- Each vendor is responsible for collecting sales tax and remitting that. We do not monitor tax collection.
- You may reserve as many booth spaces as you would like. If you reserve more than one booth we will be sure your spaces are adjoining.
- Limited food sales are allowed and subject to all the stated guidelines.
- Please do not leave the Craft Fair prior to 4:00 p.m.
- You need to leave your booth area clean, along with chairs and table, if you rented them.
- Our Church is a NO smoking facility.

Opportunity Drawings:

- Your admission fee includes one item, of your choice, to be donated from your booth.
- After finishing setting up your booth, complete your donation card (in your packet) and drop off your donated item at the "Opportunity Drawings" table.
- If you have a business card, attach it to the back of the donation card. Also include one with your donated item, so that winning guests know how to contact you for further business.

Cancellations:

- If you must cancel your booth reservation, please let me know as soon as possible!
- If you are unable to make it the day of the craft fair, PLEASE CALL Holly at 469-682-9499, as early as 6:30 a.m. We want to ensure all the booth spaces are accounted for and do not want any empty spaces.
- No refunds.
- There is no on site-registration at the craft fair.