



Church Use Only	
Date Received	_____
Ck # _____	Amt. Rec'd _____

2024 ARTS & CRAFT SHOW APPLICATION

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL ADDRESS: _____

WEBSITE: _____ FACEBOOK: _____

SALES TAX NUMBER (Required) _____

DESCRIPTION OF MERCHANDISE: _____

Check up to 3 categories that best describe your merchandise:

Accessories	Dolls	Jewelry	Purses	Toiletries
Apparel	Floral	Leather Goods	Seasonal Decor	Woodwork
Art	Food	Linens/Pillows	Sports	Yard Art
Books	Furniture	Mosaics	Stained Glass	Other:
Candles	Garden	Pets	Stationary/Cards	
Children	Home Decor	Pottery	Tableware	

Booth space ☐ (10X10) @ \$150.00 ☐ [20X10] @\$300.00 Limit 2 spaces

Check one ☐ (10X15) @ \$225.00 Limit 1 space = \$ _____. _____

☐ **Corner Booth** @ Additional \$25.00 = \$ _____. _____

☐ **Electricity** (120v) @ Additional \$25.00 = \$ _____. _____

Tables Requested _____ [enter total number]

1st table at no charge, Additional tables @\$10.00 each = \$ _____. _____

Check # _____ **TOTAL DUE** = \$ _____. _____

List any special request for your booth _____

PLEASE MAKE CHECK TO: TRINITY BAPTIST CHURCH (MEMO: 2024 CRAFT SHOW)

2024 CRAFT SHOW SCHEDULE

Thursday, September 12, 2024

2:30 PM – 8:30 PM

Vendor Check in & set-up.

Friday, September 13, 2024

9:00 AM – 11:15 AM

Vendor Check in & set-up.

11:30 AM

Official welcome meeting – all vendors

12:00 PM

Craft Show opens to the public.

6:00 PM

Craft Show closes for day

[All vendors must complete booth set-up by 11:15 AM on Friday morning]

Saturday, September 14, 2024

8:00 AM

Doors open to vendors

9:00 AM

Craft Show opens.

4:00 PM

Craft Show closes for day

4:00 PM

Booth takedown begins.

[Vendor Hospitality Room will be available during all vendor hours of the Arts and Craft Show]

Vendor Check List:

- ☐ 4 color photos of merchandise, and 1 booth photo (This is a juried show)
All digital photos, please send to sowens@tbck.org Re: Craft Show
 - ☐ Completed Application and Vendor Signature below.
 - ☐ Check Included for full amount due.
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Please mail completed application with check to:

Trinity Baptist Church (Make check to Trinity Baptist Church / Memo: 2024 Craft Show)
Attn: Arts & Craft Show
800 Jackson Road
Kerrville, Texas 78028

For other questions or information:

Contact Judy Stevens, Vendor Coordinator at: judystevenstx@gmail.com or call the church office at 830-895-0100

TRINITY BAPTIST CHURCH GENERAL RELEASE FORM:

I, (We), the undersigned, have read, understand, and agree to abide by the listed guidelines on the enclosed information sheet. Neither the sponsor of the show, committee persons, or Trinity Baptist Church will be responsible for personal injury, theft, or damage to any vehicle, trailer, display or merchandise.

Printed Signature _____

Written Signature _____ Date _____

[Please return first 2 pages with your payment]

TBC 2024 CRAFT SHOW VENDOR INFORMATION SHEET

HOSPITALITY ROOM: A hospitality room will be available with drinks and snacks for all vendors during Show hours. A light breakfast and lunch will be served on Friday and Saturday.

ITEMS THAT MAY BE SOLD: Arts, crafts, accessories, apparel, food, home décor, jewelry, etc. as listed on application form. Limited commercial items accepted.

ITEMS THAT MAY NOT BE SOLD OR PROMOTED: Alcohol, tobacco, the Occult, herbal and vitamin supplements, weight loss products, products that make medical claims, political materials, products promoting services. We reserve the right to ask you to remove any inappropriate items displayed in your booth, including offensive language.

TABLES AND ELECTRICITY: There is a limited number of booths with electricity. **Electricity and tables must be ordered and paid for at the time the booth reservation is made.** The first table is at no charge and must be marked on the application form. Tables must be draped to the floor; boxes must be covered or out of sight. Booth signs with the company's name are required. Sale and discount signs are not allowed.

SALES TAX: Sales tax must be collected and reported, as required by Texas Law. Contact the Texas Comptroller's office at 800-252-5555 if you do not have one. Your sales tax number must be included on the application form.

FOOD VENDORS: have additional requirements. Food sold is to be non-consumable at the show. Examples for selling are candies, nuts, dry mixes, condiments, and spices.

BOOTH REFUNDS AND CANCELLATIONS: All booth spaces must be completely set up by 11:15 AM on Friday morning, September 13th, 2024. In the event of a cancellation, a full refund will be given up to 30 days prior to the show. No refund will be given if vendor fails to occupy rented space.

BOOTH SET-UP:

- Booths must be within the designated rented space, and aisles must be kept clear. No selling is allowed in the aisles.
- Booth must be staffed during show hours. We have volunteers available to watch your booth if you need a break.
- Please supply your own background and side drapes/display walls.
- Storage space for extra boxes and merchandise will not be available.
- Tent frames without a canopy are acceptable.
- You must bring your own carts and dollies. None will be available at the show.

LOADING AND UNLOADING: Loading and unloading must occur only through designated doors. The exhibit space is all on the ground floor. The move-in is Thursday, September 12th from 2:30 PM to 8:30 PM. And Friday morning, September 13th, from 9:00 am to 11:15 AM. Once unloaded vendors are asked to keep their trailers parked in the vendor lot until 4 pm after the show closes for the safety of our customers.

PARKING AND SECURITY: Trailers and vehicles may be parked on the church property in a designated area. Minimal overnight security is provided. Exhibitors agree to accept liability for damages or loss on the church premises or show area, and not hold Trinity Baptist Church, its staff, or members liable, including damage to the Vehicles, trailers, merchandise, booth, or exhibitor.

BOOTHS ARE RESERVED: Applications will be juried when a completed application and full payment is received. Payments may be made by personal or cashier's check. Please make your check to: **Trinity Baptist Church (Memo: 2024 Craft Show)**. You will be notified by letter of acceptance or put on the wait list no later than the week of July 31, 2024. If you are placed on the wait list, your check will be returned in the notification letter.

WI-FI: Wi-Fi is available during the show. Credit card sales are the full responsibility of the vendor. There is no ATM on the premises. Please bring enough change for the entire show.

OUR FACILITIES: All Vendor spaces are indoors. Our facilities and church grounds are smoke-free and alcohol-free. Only properly identified service animals will be allowed.

FIREARMS: Persons with a License to Carry are welcome to carry their firearms. However, we ask for the comfort of all the show's participants that firearms always remain concealed.

FOR OTHER QUESTIONS OR INFORMATION: contact Judy Stevens at judystevenstx@gmail.com or call the church office at 830-895-0100.

**WE LOOK FORWARD TO SEEING YOU AT THE
2024 TRINITY ARTS AND CRAFT SHOW!**