



CRAFT & CAR SHOW SEPTEMBER 8 & 9, 2023

2023 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	Floral	Linens/Pillows	Stained Glass	List Other:
Apparel	Food	Mosaics	Stationary/Card	
Art	Furniture	Pets	Tableware	
Books	Garden	Pottery	Toiletries	
Candles	Home Décor	Purses	Woodwork	
Children	Jewelry	Seasonal Décor	Yard Art	
Dolls	Leather Goods	Sports	Other	

_____ Booth space (10X10) @ \$150.00 (limit - 2 booths) (10X15) @ \$225.00= \$ _____.

[Early Bird Special: 10% Discount on booth price if application is received by Dec 19, 2022]

_____ Corner Booth @ \$25.00 each = \$ _____.

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

_____ Number of Tables needed
[1st table at no charge] Add'l tables @\$10.00 each = \$ _____.

Check # _____ TOTAL DUE = \$ _____.

PLEASE MAKE CHECK TO: TRINITY BAPTIST CHURCH (MEMO: 2023 CRAFT SHOW)

2023 CRAFT SHOW SCHEDULE

EARLY BIRD SPECIAL

Monday, December 19, 2022,

Deadline Early Bird Special - 10% discount

Discount applies to price of booth only and a fully completed application with payment must be received.

Acceptance or rejection letters will be sent out upon acceptance of a completed application.

Thursday, September 7, 2023

1:00 – 8:30 P.M.

Vendor Check in & set up

[All vendor's set up must be completed by 8:30 PM on Thursday evening]

Friday, September 8, 2023

8:00 AM

Doors open to vendors only

8:30 AM

Official welcome meeting – all vendors

9:00 AM

Craft Show opens to public

6:00 PM

Craft Show closes for day

Saturday, September 9, 2023

8:00 AM

Doors open to vendors only

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 open 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 sclarke@tbck.org or sowens@tbck.org Re: Craft show*
- _____ Completed Application and Vendor Signature below
- _____ Check Included for full amount due

Mail completed application and check to:

Trinity Baptist Church (Make check to Trinity Baptist Church / Memo: 2023 Craft Show)
Attn: Craft Show
800 Jackson Road
Kerrville, Texas 78028

For other questions or information:

Contact Lanie Ebelt at: lanebru76@wcc.net 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 display or merchandise.

Printed Signature _____

Written Signature _____ Date _____

TBC 2023 CRAFT SHOW VENDOR INFORMATION SHEET

[For you information only – return only the first two pages with the application]

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 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: 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 listed 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 8:30 pm on Thursday night, September 7th, 2023. 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.
- **There will be a Hospitality Room for vendors with drinks and snacks available during show hours.**
- **Lunch will be provided for all vendors in the Hospitality Room from 11:30 AM to 1:00 PM on Friday and Saturday.**
- 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: must occur only through designated doors. The exhibit space is all on the ground floor. Move-in is Thursday, September 7th from 1 pm to 8:30 pm. Vendors are asked to remain 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 merchandise, booth, or exhibitor.

BOOTHS ARE RESERVED: when completed application and full payment is received. Payments may be made by check or cashier's check. Please make your check to: Trinity Baptist Church (Memo: 2023Craft Show). You will be notified by letter of acceptance or put on the wait list no later than the week of July 24, 2023. If you are put on the wait list, your check will be returned in the notification letter.

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.

ALL OUR FACILITIES INDOORS AND OUTDOORS: are smoke-free and alcohol-free. Only service animals will be allowed.

FIREARMS: Persons with License to Carry are welcomed 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 Lanie Ebel at: lanebru76@wcc.net, or call the church office at 830-895-0100.

WE LOOK FORWARD TO SEEING YOU AT THE SHOW!