

Northwoods Community Craft Fair
Saturday October 7, 2017 9:00 am to 3:00 pm
Northwoods Presbyterian Church
3320 Cypress Creek Parkway (FM 1960 Rd W.), Houston, TX 77068

Thank you for your interest in the Northwoods Community Craft Fair which will be held on Saturday October 7, 2017 from 9:00 am to 3:00 pm at Northwoods Presbyterian Church. We would love to have you join us!

Our location is at 3320 Cypress Creek Parkway (FM 1960 Rd W.), Houston, TX 77068 on the corner of FM 1960 W. and TC Jester. This is a highly visible and constant traffic area. The Northwoods Community Craft Fair will be highly publicized and we are anticipating a great show this year. We will provide adequate advertising such as ads in the local papers, neighborhood newsletters, church publications, Spring and Klein School Districts, the internet and signs in the local area. Exhibitors can also help advertise with flyers found on the Northwoods Community Craft Fair Facebook page. There will be a bounce house and other activities for the kids. All proceeds go to Northwoods Presbyterian Church for the Children's Ministry.

General Information for Vendors

The costs of booths: a non-refundable fee of
\$55.00 for 10x10 ft. indoor booth
\$45.00 for 8X10 ft. indoor booth
\$45.00 for 10 x10 ft. outside booth

Vendors of Hand Crafted Goods - We are looking for quality hand crafted goods. You must include 2 pictures of your items (can email) or send web site info.

Direct Sales Vendors - We will allow only one vendor representing a direct sale company (such as Mary Kay, Scentsy, Avon, Tupperware etc.) to participate. (Pictures are not necessary.)

Vendors that sell food items - You must have a current health permit.

This is a juried event. Your check will be returned if your application is not accepted. We reserve the right to prohibit the sale of any item. **Vendors are asked to donate a door prize with a retail value of \$25.**

Tables and Chairs - The Northwoods Community Craft Fair encourages exhibitors to bring their own tables and chairs for their booth space. If requested in advance, or until we run out, Northwoods can provide an 8' table and 2 chairs to indoor booths only for a charge of \$10.00. Outside booths must furnish their own table and chairs. Each Exhibitor is responsible for his/her own display materials (tablecloths, shelving, etc.).

Booth Setup - Please leave walking-space in front of your booth, and don't infringe on the surrounding vendor's area. Remember the importance of allowing all shoppers to view everyone's merchandise and make purchases! If any vendor is found to be blocking customers from reaching other crafters, the offender will be asked to stop immediately or leave. If your booth set-up takes up more space than indicated above, you **MUST** purchase 2 or more spaces.

Set up time is Friday 5:00-7:00 pm or Saturday 7:00-9:00 am. Vendors are not guaranteed against loss or damage for the Friday, October 6, 2017 setup.

Craft sale hours are 9:00 am -3:00 pm. Clean up and departure must be completed by **4:00 pm.** **No early break-downs are allowed.**

Booths are assigned by date of application and check received. Please get your application in as soon as possible because we will fill up quickly.

VENDOR APPLICATION NORTHWOODS COMMUNITY CRAFT FAIR

Vendors Name: _____ Date _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Email: _____

Booth Preference: (Check One)

_____ Inside Booth (10X10) -\$55.00

_____ Inside Booth (8X10) - \$45.00

_____ Outside Booth (10x10)-\$45.00

Number of 8 ft. tables (2 chairs included) needed: _____ (\$10.00 each)

Do you need electricity for inside booth? (Circle One) YES (\$15.00 Fee) NO

Description of merchandise: _____

Check One: _____ Hand Crafted Items

_____ Direct Sales Company Company Name _____

Make check payable to **Northwoods Presbyterian Church**

FOR OFFICE USE ONLY

Send this form, photos, and check to:

Check# _____

Susan Williford

Amount Pd _____

4200 Cypress Creek Pkwy #216

Date Recd. _____

Houston, TX 77068

Release: I hereby remise, release and forever discharge Northwoods Presbyterian Church and Northwoods Community Craft Fair, its agents, servants and all other persons, firms and corporations whomsoever of and from any and all actions, claims and demands, whosoever which claimant now has or may hereafter have on account of or arising out of any accident, casualty and/or event which might happen while on the premises of Northwoods Presbyterian Church. I further understand that there is no Worker's Compensation or Accident Insurance furnished by the ministry.

I am over eighteen years of age, and legally competent to execute this release; and before signing this release I have fully informed myself of its contents and meaning and have executed it with full knowledge thereof. I have read the General Information for Vendors and agree to the statement above:

Vendor Signature: _____ Date _____

Printed Name: _____

Any questions, contact Susan Williford at 832-692-2301, northwoodscommunitycraftfair@yahoo.com