



# Oxford United Methodist Church Fall Craft Show & Pumpkin Patch!

**October 28, 2017 9:00 am to 5:00 pm**

**For more information please call Javier @ 210-400-7587**

Name: \_\_\_\_\_ Business Name \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Number \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Please specify the item(s) you will be selling: \_\_\_\_\_

- \_\_\_\_\_ \$40.00 Booth Size 12' X 12'
- \_\_\_\_\_ \$80.00 Booth Size 12' X 30'
- \_\_\_\_\_ \$ 5.00 Electricity FOR 12' X 12'
- \_\_\_\_\_ \$10.00 Electricity FOR 12' X 30'
- \_\_\_\_\_ \$ 5.00 ea 8ft table
- \_\_\_\_\_ \$ 2.00 ea chair

- **110 electricity will be limited**
- **All Vendors MUST Park in designated area**
- **There will be no staked tents, All tents WILL have weight**
- **Payment in Full MUST accompany application**
- **No Flea Market or Obscene Items; Only Crafts, Antiques, Resale, & Services**

\_\_\_ Check \_\_\_ Money Order Amt. Pd. \_\_\_\_\_ Check or M.O. number \_\_\_\_\_

### **ARTIST/VENDOR RELEASE AND ACKNOWLEDGEMENT**

*I hereby make application to become an exhibitor in the Oxford UMC SPRING CRAFT SHOW. I agree to abide by the rules as set forth by the Oxford United Methodist Church. Furthermore, I hereby release and forever discharge the Oxford United Methodist Church from any responsibility or liability for loss, claims, damage, theft, injury or accident. It is further agreed that this applicant shall maintain his/her space, merchandise, activities and business practices in compliance with the laws of the State of Texas and the City Ordinances of San Antonio, TX. Applicant understands that violation or non-compliance of same may result in immediate expulsion of Applicant and his/her exhibit from the SPRING CRAFT SHOW.*

### **PLEASE SIGN AND RETURN WITH PAYMENT TO:**

**Oxford United Methodist Church  
9739 Huebner Road, San Antonio, TX 78240  
Phone: 210-696-0192 Fax: 210-696-7708  
Email: [infocenter@oxfordumc.org](mailto:infocenter@oxfordumc.org)**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only** Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

**Booth Number:** \_\_\_\_\_ **Merchandise Class:** \_\_\_\_\_ **Vendor Called:** \_\_\_\_\_

# Vendor Guidelines

This is a list of general information and guidelines for all Booth Vendors

**Oxford United Methodist Church reserves the right to limit the number of vendors selling particular products. Vendors with similar items will be limited to ensure variety and undue competition.**

**Booth Fees:** Payable to **Oxford United Methodist Church** in the form of a check, cashier's check, money order or cash. \*\*Please **DO NOT** send cash through the mail.

**Food Booths:** Food vendors are required to **Display** a current year Food Safety Certificate and or Permit issued by the State of Texas and San Antonio Health Dept. A copy of the Certificate/Permit must be presented at check-in to secure your booth. If you do not DISPLAY your Safety Certificate and or Permit you will be asked to leave, no exceptions.

***\*Please note: If your booth area is larger than our standard size, you must rent an additional space. Your booth must fit inside the area you have paid for. NO EXCEPTIONS! Your Tent Poles, Tables, Displays, Merchandise, Etc. must fit completely within the booth size you have paid for. No Merchandise Will Be Displayed In The Aisles At Any Time.***

**Check-in / Check-Out:** Gates open up at 7am October 28th. Unload and move your vehicles to the vendor parking area **BEFORE** setting up. All Vendor booths must be set up by 8:45. All vehicles must be removed from the craft area to the parking area at the west end of the field by 8:45 AM. **DO NOT** park in the paved church parking lots; these areas are for your customers. Tear Down starts at 4:30pm. No vehicles will be allowed in the booth area before 4:30 or if there are customers in the area. Please pack your merchandise before you drive up to load.

\* **Previous booth locations are not guaranteed!**

**Festival Location:** **Oxford United Methodist Church  
9739 Huebner Road, San Antonio, TX 78240**

**Craft Show Hours:** Saturday, October 28, 2017 9:00 am to 5:00 pm

**Booth Services:**

1. If you have paid for electricity you will have access to one (1) duplex plug, 110-volt outlet of 20 amp capacity per booth. Bring your own 100-foot extension cord
2. **DO NOT** park in the two Paved Church Parking Lots, these are for your customers. **NO EXCEPTIONS!**
3. Solicitation on the Church grounds will only be allowed for valid vendors. Outside solicitation will not be allowed and will result in removal from the Craft Show. All sales must take place within your vendor booth space, unless you have received prior approval.
4. No water hook-ups available. Make arrangements to bring your own potable water.

**Booth Requirements:**

1. Food Booths must comply with current guidelines for food handling and have a current Food Safety Certificates. You will need to show a photo copy of current Food Safety Certificates before you set up your booth.
2. Signage -- Stenciled or professionally crafted
3. **Merchandise Must COMPLETELY fit inside your booth area**
4. Each booth is individually responsible for sales tax requirements. Display you Tax ID Certificate at eye level in your tent.
5. Please dispose of your own trash in the dumpsters, which are located behind the gym, next to vendor parking. Please **DO NOT** use the trash barrels which are provided for festival patrons.

**Important Information:**

1. Items not allowed in booth include but are not limited to: throwing stars, martial arts weapons, brass knuckles, roach clips, snap'n pops, and knives of any sort, drug paraphernalia of any kind, crazy string, **counterfeit merchandise**, marshmallows or potato guns will not be tolerated. If any item is questionable, call the Church Office at 210-696-0192. **Oxford United Methodist Church reserves the right to limit or restrict the sale of certain items.**
2. YOU MAY NOT TAKE YOUR VEHICLE TO YOUR BOOTH DURING THE FESTIVAL...even to replenish stock! Cart in only! **NO EXCEPTIONS!**
3. Booth clean up is the sole responsibility of the vendor. **Each vendor must properly dispose of their trash in the dumpsters located by the vendor parking area. Festival clean-up crews are not responsible for disposing of vendor trash. If it is determined that you left any litter in your booth space you will not be sent a contract for the following festival year. All booth litter must be removed from the Festival Grounds no later than 7:00 pm**
4. **DECISIONS OF THE CHURCH COMMITTEE ARE FINAL!**

All vendors are responsible for this information. By signing your application, you are indicating you have read and agree to all rules and regulations set forth in this document.

**There will be no excuses, exceptions or refunds to those that do not follow these rules.**

**PLEASE SIGN AND RETURN ALL 3 PAGES WITH PAYMENT TO:**

**Oxford United Methodist Church**  
**9739 Huebner Road, San Antonio, TX 78240**  
Phone: 210-696-0192 Fax: 210-696-7708  
Email: [infocenter@oxfordumc.org](mailto:infocenter@oxfordumc.org)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

