



**Oxford United Methodist Church
Fall Craft and Vendor Fair Application
October 18, 2025 10:00 am to 4:00 pm
For more information call 210-696-0192**

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'
_____ \$10.00 each 8ft table and chair

Electricity Needed: ____ Yes ____ No

- 110 electricity will be on a first come basis
- All Vendors MUST Park in designated area
- Tents weights and stakes are highly recommended
- Payment in Full MUST accompany application
- **NO FOOD BOOTHS** or Obscene Items; Only Crafts, Antiques, Resale, & Services

ARTIST/VENDOR RELEASE AND ACKNOWLEDGEMENT

I hereby make application to become an exhibitor in the Oxford UMC 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 CRAFT SHOW.

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
Email: infocenter@oxfordumc.org**

Signed: _____ Date: _____

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 or cash.
Please **DO NOT send cash through the mail. For other forms of payment (i.e. credit cards) contact the office.

***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 9:00am. Unload and move your vehicles to the vendor parking area **BEFORE** setting up. All Vendor booths must be set up by 9:45. Tear Down starts at 4:00pm. No vehicles will be allowed in the area before 4:00pm or if there are customers in the area. Please pack your merchandise before you drive up to load.

Booth Services: If you need electricity, you need to bring your own 100-foot extension cord

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.

No water hook-ups are available. Make arrangements to bring your own potable water.

Signed: _____

Date: _____

Booth Requirements:

1. Signage -- Stenciled or professionally crafted
2. **Merchandise Must COMPLETELY fit inside your booth area**
3. Each booth is individually responsible for sales tax requirements. Display you Tax ID Certificate at eye level in your tent.
4. Please dispose of your own trash in the dumpsters, which are located behind the gym.

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 behind the gym. 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 4:30 pm
4. There will be no refunds given. This is a rain or shine event.
5. **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.

Signed: _____ Date: _____

