

Oxford United Methodist Church

Fall Craft Bazaar

9655 Huebner Road
San Antonio, TX. 78240

www.oxfordumc.org

Saturday **October 30, 2010**

9:00 AM – 4:00 PM

Do not write in this area

Amt. Received \$ _____

Date Received _____

Booth # assigned _____

Tables _____

Chairs _____

Electricity YES NO

Name: _____ Business Name _____

Address: _____ City: _____ State: _____ Zip: _____

FAX: _____ Phone: _____ E-mail: _____

Sales Tax I.D.# _____ Amount Of Payment Enclosed \$ _____

Description and Percentage of items to be sold:

ALL VENDORS ARE LIMITED TO 3 CATEGORIES OF MERCHANDISE.

1. _____
2. _____
3. _____

Please Send Photo Of Each Type Of Items to be sold at the Oxford Fall Craft Show Craft Show:

Items are: New Merchandise _____ : Handcrafted/Art _____ : Antiques _____ : Service _____ : Other _____ :

Handicap Booth Needed _____ : (must send copy of your handicap certificate - spaces are limited)

Do You Have A Tent: Yes _____ : No _____ : #Tables Needed _____ (4.00 each) :

#Chairs Needed _____ (1.00 each) :

Electricity Needed Yes _____ (5.00 per booth): No _____ (See electric guidelines):

Special Requests: _____

VENDOR APPLICATIONS WILL BE ACCEPTED ON A "FIRST-COME - FIRST-SERVED" BASIS, WITH SELECTION BASED ON MERCHANDISE TO BE SOLD, RECEIPT OF A SIGNED AND COMPLETE APPLICATION FORM AND RECEIPT OF PROPER PAYMENT. IF YOUR APPLICATION IS NOT ACCEPTED YOU WILL BE NOTIFIED NO LATER THAN TWO WEEKS AFTER YOUR APPLICATION IS RECEIVED AND YOUR PAYMENT RETURNED. ALL BOOTHS WILL BE ASSIGNED BASED ON THE MERCHANDISE YOU HAVE TO SELL.

ALL 12X12 BOOTHS WILL HAVE ALL 4 SIDES OPEN FOR MERCHADDISING WITH A 6 FOOT ISLE BETWEEN ALL BOOTH ALL BOOTHS ARE OUTSIDE ON A FLAT GRASSY AREA WITHIN 30 FEET OF HUEBNER ROAD WITH LOTS OF EXPOSURE

12 X 12 BOOTH FEES: \$30 WITHOUT ELECTRICITY AND \$35 WITH ELECTRICITY

8 X 8 BOOTH FEE: \$20 (NO ELECTRICITY) 3 SIDES OPEN FOR MERCHADDISING

8 ft Tables: \$4.00 each Folding Chairs \$1.00 each

*** REFER TO VENDOR GUIDELINES FOR ELECTRICAL OUTLET ACCESS.**

PLEASE ALL ITEMS TO BE PLUGGED INTO OUTLETS

VENDOR RELEASES AND HOLDS HARMLESS OXFORD UNITED METHOIST CHURCH AND STAFF. OXFORD UNITED METHOIST CHURCH AND STAFF IS NOT RESPONSIBLE FOR LOSS OR DAMAGE, OR FOR ANY PERSONAL INJURIES TO BOOTH OR WORKERS. I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE VENDOR GUIDELINES.

Signature: _____ Date: _____

Oxford United Methodist Church Vendor Guidelines

In order to ensure the integrity of our show the **OXFORD UNITED METHOIST CHURCH** has adopted **Vendor Guidelines**. All vendors participating in the show agree to abide by the **Vendor Guidelines** as set forth below. Vendors not following these guidelines may be excluded from participating in future shows.

DESCRIPTION OF ITEMS TO BE SOLD: In order to ensure a good mix of merchandise, vendors selling the same or similar merchandise will be limited. Send 1 photo for each item sold. List the *description and percentage* of all items to be sold on the application. For example, this could be *antiques, jewelry, woodcrafts, paintings, live plants, purses, art, fresh vegetables, food, etc.* All merchandise must be in good taste (*no obscene merchandise*). Vendors will only be allowed to sell items listed on the application unless prior approval has been received from **OXFORD UNITED METHOIST CHURCH** staff.

VENDOR SELECTION: Vendor applications will be accepted based on merchandise to be sold, receipt of a signed and complete application form and receipt of proper payment. All applications will be considered on a "First-Come, First-Served" basis. Vendor selection and booth assignments will be limited at the discretion of the **OXFORD UNITED METHOIST CHURCH** staff. This will help ensure that a range of price and variety of merchandise is offered along with a good ratio of unique handmade art and handcrafted items. If your application is not accepted you will be notified no later than two weeks after your application is received.

FEES: See fee schedule on page 1.

PAYMENT: Needs to be received with a signed application to guarantee booth. Check or money order must be payable to **OXFORD UNITED METHOIST CHURCH**. Fees are non-refundable unless written cancellation is received at **OXFORD UNITED METHOIST CHURCH** Office 7 days prior to the show. Booths can be rented on the morning of the show if available. Call Ray Davis @ 210-289-7711 on Saturday morning after 6am for availability.

CHECK IN: Vendors can setup between 7:00 and 9.00 a.m. Saturday morning of the show. You will be able to unload within 50 feet from your space. BRING YOUR DOLLY.

PARKING AND UNLOADING: Vendors **MUST** Park in the **DESIGNATED** parking area after unloading. Vendor parking area is within 50 to 300 feet of all booths. Parking for large trailers or trucks will be available. All vendors will unload and remove their vehicles to the designated parking area before setting up their booth.

ELECTRICAL OUTLETS: Electricity is limited to certain locations. It is available on a "First-Come, First-Served" basis. Only one (1) outlet on a 110 duplex plug is available per booth space. **IT IS IMPERATIVE THAT THE OUTLETS NOT BE OVERLOADED.** USE OF HOT PLATES, CROCK POTS, TOASTER OVENS, ETC. IS NOT RECOMMENDED AS THE RECEPTACLES ON THE PERIOD LIGHT POLES ARE GFCI PROTECTED AND DO NOT WORK WELL WITH DEVICES THAT HAVE HEATING ELEMENTS.

WATER: There are no water spigots available; vendors must be self-contained.

VENDOR SET-UP: Vendor agrees to provide own tables, chairs, tent, canopy and necessary equipment and be responsible for booth operations. Tables and chairs can be rent on morning of show if need for a small fee. **All tents must be staked or weighted down to prevent damages to other vendors, vendor's merchandise or customers.**

No grills, fires, grease or other equipment is allowed that will burn or damage the grass. Vendor spaces are marked on stakes. Vendors must stay within the space marking and are guaranteed a 12' x 12' space unless specifically indicated. Vendor agrees to be set up by 9 a.m. and to remain until 4:00 p.m. Absolutely no vehicles are allowed in the booth area after 9 a.m. or before 4 p.m. **VENDOR TEARDOWN:** No vehicles are allowed in booth area before 4 p.m. or before all customers have left the area. Vendors agree to remove all items from the grounds by 6 p.m. All trash, including empty boxes and packing materials, must be removed from the property. The area must be left in the same condition that it was found.

SALES TAX ID: Vendor is responsible for collecting and reporting 8.125% sales tax collected in San Antonio, TX.

Vendor must display Sales Tax ID number.

INSURANCE/HOLD HARMLESS: Vendor releases and holds harmless the **OXFORD UNITED METHOIST CHURCH** and staff. Vendor acknowledges that the **OXFORD UNITED METHOIST CHURCH** and staff. is not responsible for loss or damage, or for any personal injuries to booth workers. Vendor liability insurance is recommended.

CANCELLATION: If the event is cancelled by **OXFORD UNITED METHOIST CHURCH** **A FULL REFUND WILL BE GRANTED.**

A full refund is available to paid vendors if written notification is received 7 or more days prior to the show.

FOOD VENDORS: Vendors preparing food for immediate consumption will be clustered in one area. This will help prevent food smells and smoke from negatively affecting other vendors and/or other products. (SEE ATTACHED TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS). All food vendors must also sign page 3

ADVERTISING: **OXFORD UNITED METHOIST CHURCH** Will advertise in the 'Weekender', radio, church newsletters, large sign besides Huebner Road, and on the internet with 4 craft show listings sites.

VENDORS NOT FOLLOWING THESE GUIDELINES WILL BE ASKED TO LEAVE THIS SHOW AND EXCLUDED FROM ALL FUTURE SHOWS.

Signature: _____

Date: _____

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TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

FOOD PREPARATION: Food shall be obtained from approved sources and be in sound condition. Food shall be prepared only in permitted or licensed establishments. The Texas Food Establishments Rules (TFER) requires that meat and poultry products be cooked to the following minimum internal temperatures: Poultry-165°F, Ground Meats-155°F, Pork-145°F, and Other Meats-145°F. Potentially hazardous foods (i.e., foods which consist in whole or in part of milk or milk products, eggs, meat, seafood) shall be held at 41°F or lower, or at 135°F or above. Equipment adequate to cook and maintain foods at the required temperatures shall be provided. A properly scaled, metal stem-type thermometer shall be used to monitor the proper internal cooking and holding temperatures of potentially hazardous foods. Packaged foods shall not be stored in direct contact with water or untrained ice if the food is subject to the entry of water. Bake sale items shall be limited to religious or charitable organizations.

EQUIPMENT: Food, utensils and single service articles shall be protected from contamination during storage, preparation, display and service. Utensils, including ice scoops and disposable gloves shall be provided to minimize handling of foods. Food contact surfaces shall be easily cleanable and washed, rinsed and sanitized as necessary. Three suitably sized basins, detergent and sanitizer shall be provided for cleaning equipment and utensils. Single service articles must be provided.

PERSONAL HYGIENE: Personnel shall maintain a high degree of personal cleanliness and conform to good hygienic practices. They shall be free of infections that may transmit food borne illness. Hands shall be washed as often as needed during food preparation. A hand wash sink or container of water with a spigot, a catch basin, soap and sanitary towels shall be provided for hand washing. Use of tobacco is prohibited.

WATER: A sufficient supply of flowing water from an approved source shall be provided. A closed water container with a spigot may be used.

TOILET FACILITIES & WASTE DISPOSAL: Conveniently located toilet facilities shall be provided. All sewage and wastewater shall be disposed of through a sewage system according to law. Adequate, covered containers for refuse and garbage shall be provided.

BOOTH CONSTRUCTION: Floors shall be constructed of concrete, asphalt, dirt or gravel if covered with mats, removable platforms or other suitable materials approved by the City. Ceilings over food preparation areas shall be constructed to protect against weather. Doors walls and screening may be required to restrict the entrance of flying insects.

ADVISORY: Section 229.170 of the Texas Food Establishment Rules provides that “The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may waive or modify requirements of these rules.”

Signature: _____

Date: _____