



# Oxford United Methodist Church

## Mothers' Day Craft Show

### May 5th, 2012

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

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

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

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

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

Texas Sales Tax I.D. Number \_\_\_\_\_

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

**PLEASE INCLUDE A PHOTO OF YOUR MERCHANDISE WITH YOUR COMPLETED APPLICATION AND FEE.**

\_\_\_\_\_ \$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'

\_\_\_\_\_ \$20.00 Booth Size 8X6: Large enough For 1 6ft table: Not Sized for Tent (No Table Provided)

- 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 Mother's Day ARTS AND CRAFTS 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 ARTS AND CRAFTS SHOW.*

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

**Oxford United Methodist Church**

**9655 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 Returned: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Merchandise Class: \_\_\_\_\_

# Vendor Guidelines

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

**YOU MUST HAVE SIGNED CONTRACT, RELEASE FORM, INVENTORY LIST AND BOOTH FEES RETURNED BY April 20, 2012. If the contract, photo of merchandise and payment has not been returned by this date, your booth will be given to the next vendor on our mailing list. 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 have a current year Food Safety Certificate issued by the State of Texas. Copy Of Certificate must be presented at check in to secure your booth.

**Booth size and fees:**

- \$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'**

**\*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 May 5<sup>th</sup>. 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 end of the field by 8:30 AM. **DO NOT** park in the Paved Church Parking Lots, these are for your customers. Tear Down starts at 5pm. No vehicles will be allowed in the booth area Before 5:15 or when the customers leave.  
**\* Previous booth locations are not guaranteed!**

**Festival Location:** **Oxford United Methodist Church**  
**9655 Huebner Road, San Antonio, TX 78240**

**Craft Show Hours:** Saturday – May 5,2012      9:00 am to 5:00 pm

**Booth Services:**

1. Power provided will be (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 2 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.
- 5.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 Certificate. You will need to give a photo copy of current Food Safety Certificate 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.
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 trash cans located at the front of the grounds. 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 6:00 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.**

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Phone: 210-696-0192 Fax: 210-696-7708  
Email: [infocenter@oxfordumc.org](mailto:infocenter@oxfordumc.org)

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

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