

Dear Vendor,

St. Mark's is pleased to announce that our 3rd annual *St. Mark's Fall Craft Show* is scheduled for Saturday, October 25, 2014 from 10 a.m. to 3 p.m.

The St. Mark's Fall Craft Show will be a showcase of home and small businesses. Our market will be advertised locally through businesses and signs placed within the community, as well as being mentioned in surrounding neighborhood newsletters. We will also be featured in the Houston Chronicle Fall Bazaar section. This is a great way to promote your business and sell your products!

We will be selling booth spaces and requesting a donation item from your business for our silent auction. You can help us by donating funds in the form of a check or by donating goods and/or services. All money raised from the silent auction will go to St. Mark's Youth Scholarship Fund. All donations for our silent auction are tax deductible. All Vendors are responsible for transporting their items, tables, etc. to their booth space. Vendors are also responsible for BOOTH PRESENTATION.

We are very excited about this fundraiser to benefit our Youth Scholarship Fund and hope you are eager to participate. St. Mark's Youth Scholarship fund helps provide assistant to youth that would like to go to Camp Allen (a Christian based camp) or church sponsored mission trips. We are limiting the number of similar vendors participating so we will take applicants on a first come, first served basis.

Please make checks payable to St. Mark's Episcopal Church and in memo line write Fall Craft Show. The deadline for all booth requests is Monday, October 6, 2014. Applications will be considered complete when the enclosed application form and appropriate fees are received. If you have any questions or concerns please feel free to email our coordinators at office@stmarksfortbend.org.

Thank You,

Kimberly Hart
Melissa Hamon

All applications are subject to approval by the event coordinator. Once approved, booth fees are non-refundable. This is a rain or shine event.

2014 St. Mark's Fall Craft Show Application
Saturday, October 25, 2014 from 10:00 am until 3:00 pm

Contact Name: _____ Phone #: _____

Business Name: _____ Phone #: _____
(Please be specific. ex. Tupperware, Origami Owl, etc.)

Address: _____

Email: _____
You will receive an email confirmation once application is approved.

Type of Business/Items Being Sold: _____

Item(s) donated to silent auction: _____
Value of item(s): _____

Booth size requested: (please indicate the number of booths being reserved)
_____ \$25 10'x10' outside booth, table and chairs **NOT** provided
Please understand that we cannot move you inside should weather conditions become unfavorable.

TOTAL AMOUNT for BOOTH FEE \$ _____

*Make check payable to St. Mark's Episcopal Church.

*Please complete and return this application to:

St. Mark's Episcopal Church
7615 F.M. 762
Richmond, Texas 77469

Check # _____ Cash: _____ Amount Paid: _____

This is a rain or shine event. NO refunds.

Vendor Information & Rules

1. Availability - Areas are assigned first come, first serve subject to review and approval by event coordinator--full payment and acknowledgment of event rules is required for reservation.
2. Size/Location – **Outside:** Vendor are responsible for table, chairs, displays, canopies (with approval), etc. Registration fee covers space only. Limited electrical access is available and may be requested when registering. **Inside:** one 6' table and two chairs may be provided. (Limited availability.) Electrical access is available.
3. Set-Up - Venue opens at 7:30 am on day of event; set-up must be complete by 9:30 am and all vehicles removed from event area. Vendors not set up by 9:30 am may forfeit participation. If you are bringing your own table, the church will be open for you to bring it on Thursday prior to the event from 9am-3pm.
4. Tear-Down - Booths must remain open for the duration of the event. Tear-down begins at 3 pm. Early departure may result in disqualification for future events. No vehicles on grounds until 3 pm.
5. Inclement Weather - There is no rain date and no refund of booth fees due to weather. Event coordinator will determine if weather poses a hazard and alert vendors as soon as is feasible.
6. Parking - Vendors must follow all local parking regulations. There are designated parking spaces for vendors. The event coordinator will tell you where to park on the day of the event. Please limit one vehicle per vendor to help free up parking for customers.
7. Property/Safety - Vendors must take all due care to protect St. Mark's landscaping, property and event attendees. All canopies must be properly weighted, if approved. **Animals are not permitted.**
8. Merchandise Limits - Food or drink for on-site consumption are not allowed, unless approved by coordinator. Items that are offensive or inconsistent with the decorum of St. Mark's are prohibited.
9. Sales Activity - All sales must occur within defined booth space. Vendor will comply with all applicable community laws and regulations and the rules of St. Mark's as stated in this application.
10. Emergencies - Any issues must be brought to the attention of event coordinators.

Participation Waiver

The undersigned vendor, on behalf of itself and its officers, directors, agents and employees, agrees to abide by all Fall Craft Show and Vendor Rules of St. Mark's Episcopal Church. The undersigned vendor additionally waives all rights without limitation and releases St. Mark's Episcopal Church, and its officers, directors, agents and employees, the protestant Episcopal Diocese of Texas and the Bishop of the Diocese of Texas, from any and all liability whatsoever for any injury or death to person or loss or damage to property, resulting from any cause whatever other than gross negligence or willful misconduct of St. Mark's Episcopal Church, its officers and employees. Furthermore, vendor will hold harmless St. Mark's Episcopal Church, the Protestant Episcopal Diocese of Texas and the Bishop of the Diocese of Texas from and against any and all liabilities, losses, claims, demands, damages or expenses, including reasonable attorney's fees, which St. Mark's Episcopal Church, the Protestant Episcopal Diocese of Texas or the Bishop of the Diocese of Texas may incur in defending against compromising, satisfying or otherwise disposing of any such claim which may arise, whether from any actual or alleged action or omission of Vendor.

* I have read and agree to comply with the 2014 Fall Craft Show Vendor Information and rules as provided.

I agree to rules and regulations as stated.

Signature of Vendor Participating: _____ Date: _____