

Vendor Application – Deadline February 12, 2010

6th Annual Spring Arts Festival
Saturday, March 6, 2010
10:00am – 4:00pm

Zion Lutheran Church of Helotes
 High School Youth Ministry
 9944 Leslie Road at Loop 1604 and Braun Road
 San Antonio, Texas 78254
 210-688-3090 x206 www.zionhelotes.org

Office use only – do not write in this area	
Booth Assignment	
Date App Rec'd	
Date Fees Rec'd	
Amt Due or Refund	
Date Packet Sent	
Notes	

Form may be completed and e-mailed to tbaker@zionhelotes.org or printed and mailed with your payment. Photos of your items may be e-mailed. Check or cash payment must be mailed or brought to Zion – no credit cards. Booth is guaranteed only when your payment is received by us.

Contact Name	
Business name (if applicable)	
Mailing Address including Zip	
Phone(s)	
E-mail	
Item Descriptions (continue on back if needed) (attach photos)	
Do you attend Zion?	
Comments or Special Requests	

BOOTH OPTIONS (75+ booths available) Check all desired options.

<input checked="" type="checkbox"/>		Fee	Subtotals
<input type="checkbox"/>	Inside 10x10'	\$50.00	
<input type="checkbox"/>	Outside/Yard 12x12'	\$40.00	
<input type="checkbox"/>	Electricity (limited availability: first come, first served)	\$5.00	
<input type="checkbox"/>	Table Rental 4'	\$6.00	
<input type="checkbox"/>	Table Rental 6'	\$8.00	
GRAND TOTAL			

I hereby release and forever discharge Zion Lutheran Church of Helotes from any claims, personal liability, responsibility, loss or damage resulting out of/or in connection with this arts and crafts festival. I have read the rules and general information provided, and agree to abide by them.

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Signature or electronic signature (type name)

Date

<i>Some items may be e-mailed, but checks must be mailed. Mail payment and self-addressed stamped envelope to:</i>	
1. This application form, signed and dated (mail or e-mail)	Zion Lutheran Church of Helotes Attn: Travis Baker 9944 Leslie Rd San Antonio TX 78254-9547 e-mail tbaker@zionhelotes.org
2. Photo of craft (write name on the back for return) (mail or e-mail)	
3. Booth fees (check payable to Zion) (mail or bring to Zion)	
4. Self-addressed stamped envelope for confirmation letter (mail or bring)	

KEEP THIS PAGE FOR YOUR REFERENCE

General Rules and Information

Show Date: Saturday, March 6, 2010
Place: Zion Lutheran Church of Helotes, 9944 Leslie Road, at the corner of Loop 1604 and Braun, San Antonio Texas
Time: 10:00am – 4:00pm
Sponsor: Zion Lutheran Church High School Youth Ministry
Contact: Travis Baker (210) 688-3090 tbaker@zionhelotes.org

1. **Set-Up:** Booth set-up hours are
 - 6:00pm – 8:00pm, Friday, March 5 (for inside vendors) and
 - 7:30am – 9:30am Saturday, March 6.

All booths must be set up by 9:30am Saturday and remain set up until 4:00pm. Our youth will assist with booth set-up and take down. Vendors not in the process of setting-up by 9:00am will be considered a “no-show” and space may be forfeited to a stand-by vendor. Friday evening set-up for outside vendors is strongly discouraged, as there is no nighttime security outside. The event will be held rain or shine.

*This show is for **handcrafted items only**; no home-based business or resale of manufactured items will be accepted. No ready-to-eat food or drinks allowed (see #4). We make every effort to ensure this to the best of our ability. If you do not sell a handmade art or craft, please do not submit an application.*

2. Tables and electricity are available for a small fee as indicated on your application. Spaces will be assigned in the order the application plus payment is received. Your space reservation is set when payment is received by Zion.

Booth fees will not be deposited until your application is officially accepted. Your cancelled check is your receipt.

Exhibitors are required to **submit one or more photos** of their work. Photo(s) should accurately depict your merchandise. This helps us ensure similar items are not placed within close proximity, are handmade and are in good taste for a family event. Zion Lutheran Church reserves the right to remove items that its agents deem unacceptable (nudes, profanity, obscenity, etc.).

Vendors assume all responsibility for complying with tax and licensing laws.

Electricity is available for running display lights, calculators, glue guns and other small, low-wattage appliances. We cannot accommodate high-demand equipment such as full-size computer systems (notebook computer OK).

3. **Deadlines:** Fees (payable to Zion Lutheran Church), photo, signed and completed application, and self-addressed stamped envelope **must be received by February 12, 2010.**

If space is available after the deadline, we will accept additional vendors; however the fee for the space will increase.

Booth space will be reserved in the order in which all required information and payment is received. All cancellations must be in writing or (e-mail) and received by **February 19** for a refund. No refunds for cancellations after that date. Late applications will be accepted on a case-by-case basis.

Vendors will receive their instructions packet by return mail in your self-addressed stamped envelope. Your packet will be mailed by **February 19**.

4. **Food/Facilities:** Our High School youth will sell ready-to-eat food and drinks for breakfast and for lunch. Our youth will take your orders and deliver food to your booths. Vendors may, however, bring their own food and non-alcoholic beverages for personal consumption.

Smoking is not permitted in the building or show areas.

Restrooms are located inside the Family Life Center and the Fellowship Hall. A first aid kit is in the Family Life Center kitchen.

5. **Publicity:** Zion will promote the show through radio, newspapers, signs, in-house newsletters, a street banner on Loop 1604, and in local businesses. Zion Lutheran Church of Helotes is an historic and highly visible local landmark and has over 1,800 members. On the event day, outdoor booths are visible to traffic on Loop 1604.

Travis Baker, Youth Ministry Director
(210) 688-3090
tbaker@zionhelotes.org