

Mary Queen Catholic Church
606 Cedarwood Dr.
Friendswood, TX 77546 * 281-482-1391

June 1, 2017

Dear Exhibitor,

We are looking forward to the Mary Queen 48th Annual Christmas Bazaar and Luncheon which will be held on December 1 & 2, 2017 from 9:30 AM - 5:00 PM in the Parish Center, Hwy. 518 and Stonestrow Street in Friendswood.

Each exhibitor submitting a bazaar registration form must submit three to six pictures of the products you will display in your booth and one additional picture of your booth set up. Print your name (not company name) on back of pictures before submitting with application. The deadline for submitting your application is August 1, 2017.

A committee will select vendors for this year's show from non-returnable photos you submit with your application form. Previous vendors are not guaranteed acceptance nor same booth space. When requesting booth space, please remember **everything must be done within this booth space** – equipment, supplies and bodies selling products from your booth must remain within the boundaries you select. Our aisle space is limited and aisles need to remain uncluttered for customers to maneuver easily and safely.

We will limit the number of crafters in each category, i.e. wood, jewelry, clothing, etc., so that we may provide a nice selection of items for our customers. We can accommodate approximately sixty-five exhibitors and are offering 6' x 6' or 8' x 8' booth spaces. Set up equipment, including tables, is the responsibility of the exhibitor. **All tables must be neatly skirted to the floor to hide items being stored.** Comfortable padded chairs can be provided upon request.

Anyone renting booth space at the Mary Queen Bazaar that takes items on consignment or allows others to place crafts in their booth are obligated to pay an additional \$40.00 per person charge.

RESERVATION IS GUARANTEED ONLY UPON RECEIPT OF PAYMENT

FEES: 2 - DAY RENTAL ONLY - ALL INDOORS

- \$100.00 - 6' X 6' SPACE (limited number)
- \$150.00 – 8' X 8' SPACE
- \$15.00 – Limited Electricity
- \$40.00 – Each additional Exhibitor sharing booth

We will send e-mails plus mail postcard invitations to last year's customers and prepare flyers with church directions on back of flyer to advertise this year's bazaar. We are asking Exhibitors to mail or distribute cards and hand out flyers at other shows you are participating in and/or to customers, friends, and relatives who are interested in handmade quality crafts. We will need to get cards and flyers printed so please indicate on your registration form how many of each you would like to receive. **If you do not wish to receive cards or flyers, please indicate so on the registration form** to help us keep printing costs down. We would like your permission to print your name and phone number in a handout that will be given to each shopper as they enter the bazaar.

We will open the hall on Thursday, November 30th from 12 noon - 9:00 PM for booth set-up and again on Friday morning, December 1st at 7:00 AM. All booths must be ready to open promptly at 9:30 am December 1st and you must remain until the end of the show on Saturday at 5:00 pm. You will find a registration form and a copy of our Rules and Regulations following this page.

Please return your registration form/pictures/payment by June 30, 2017:
Mary Queen Christmas Bazaar
606 Cedarwood Dr.
Friendswood, TX 77546-4551

We look forward to having you with us and thank you for your interest in our Bazaar. If you have any further questions or need additional information, please feel free to call me at Mary Queen – 281-482-1391 Ext. 328 or at my home 281-482-5182 in the evening or e-mail to alicemalek@maryqueenchurch.org.

Sincerely,
Alice Malek
Bazaar Coordinator

MARY QUEEN CHRISTMAS BAZAAR 2017

RULES AND REGULATIONS

Exhibitors are required to observe these guidelines:

1. Booth spaces are 6'x 6' and 8'x 8'. **Everything must be done within these boundaries – set up equipment, displaying your goods, and all bodies selling these goods must stand, sit, eat and talk inside this booth space.** Our aisle space is limited and we need these aisles to remain uncluttered for customers to be able to safely navigate through our show.
2. ***At least 90% of your booth must be handcrafted.*** No imports, mass-produced items, manufactured, resale or flea market items may be displayed. No VISA or Mastercard signs, “Clearance” signs or advertising for Amway, Beauty Control or Pampered Chef may be displayed.
3. Any exhibitor displaying consignment items or allowing other crafters to place items in their booth to sell must pay a \$40.00 per person fee.
4. Booth set up will begin on Thursday, November 30th from 12 noon - 9:00 pm and again on December 1st at 7:00 am. If you fail to open your booth by 8:30 am on December 1st, you will forfeit your space unless we receive a call at Mary Queen (281-482-1391) informing us of your delayed arrival.
5. Vendors waiting until Friday morning, December 1st to set up booth space must notify Alice Malek of your plan by Thursday 5:00 pm @ 281-482-1391 or space will be filled.
6. No tables will be provided and all tables used in booth set up must be skirted to the floor and skirting must be neatly pressed and clean. Set up equipment, electrical cords and sales tax is the responsibility of the exhibitor. If you are giving out food samples you must apply for a permit from the Galveston County Health Department.
7. Nothing may be hung, tacked or leaned against the walls of Mary Queen Family Life Center. Exhibitor agrees to keep booth open until the 5:00 pm closing on Friday and Saturday. ***No Vendor may begin removing equipment/product from booth until Saturday 5 pm.***
7. Exhibitor agrees to relieve Mary Queen Catholic Community of any and all liability resulting from fire, theft or accident of any cause. All property brought to the Mary Queen Bazaar by the exhibitor will be at the risk and responsibility of the Exhibitor and must be removed by 7 pm on December 2nd to allow clean up crew ample time to set up for Sunday Church events.
8. Booth application deadline is **June 30, 2017.**
9. Cancellation refunds will be given until November 1, 2017.
10. ***Thank you*** for your interest in our Bazaar and any assistance with advertising this event will be greatly appreciated!

MARY QUEEN VENDOR REGISTRATION FORM
CHRISTMAS BAZAAR - 2017

I have the rules and regulations of the Mary Queen Christmas Bazaar to be held on December 1 & 2, 2017 from 9:30 AM - 5:00 PM and I agree to abide by said rules. I would like to request the following booth size and agree to submit the following information **by June 30, 2017**:

_____ 6' x 6' Booth Space. \$100.00 For Two Days (limited)

_____ 8' x 8' Booth Space. \$150.00 For Two Days

_____ Shared Booth Space or Consignment. \$40.00 Per Crafter

_____ Electricity Needed. \$15.00 Extra (Limited)

_____ I understand that all displays, bodies selling/assisting must remain inside the booth size requested and I understand that vendors are not guaranteed same booth location. I understand that I may not remove equipment or merchandise before 5 pm on Saturday, Dec. 2nd.

_____ I am enclosing four to six pictures that best presents what I will display in my booth (If you do not submit pictures you will not be considered to participate as a vendor. Please place your **name, not company name, on back of pictures**)

_____ Please provide _____ (#) chairs for my booth

_____ I am willing to donate a door prize or gift certificate of up to \$10.00 value

_____ I would like printed flyers to hand out at other Craft Shows that I am participating in (Please indicate when you will need flyers and # needed)

Date Needed _____ # Flyers Needed _____

_____ Do you want to receive Post Cards mentioned in the cover letter to mail to customers
Cards Needed _____ Date Needed _____

Name: _____

E-Mail Address _____

Company Name _____

Address _____

City _____ Zip _____

Best Contact Phone Number _____

Items I will display _____

