

MARY QUEEN CATHOLIC CHURCH  
606 CEDARWOOD DR.  
FRIENDSWOOD, TX 77546 \* 281-482-1391

August 1, 2010

Dear Exhibitor,

The Mary Queen 41st Annual Christmas Bazaar and Luncheon will be held on December 3 and December 4, 2010 from 9:30 AM - 5 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. The deadline for submitting your application is September 1, 2010.** 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 selecting booth space, please remember **everything must be done within this booth space** – equipment, supplies and bodies selling goods 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'x6' or 8'x8' 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 \$20.00 per person charge.

RESERVATION IS GUARANTEED ONLY UPON RECEIPT OF PAYMENT

**FEE: 2 - DAY RENTAL ONLY - ALL INDOORS**

- \$80.00 - 6' X 6' SPACE
- \$90.00 - 8' X 8' SPACE
- \$15.00 - Limited Electricity
- \$20.00 - Each additional Exhibitor sharing booth

We will 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, December 2nd from 12 noon - 9:00 PM for booth set-up and again on Friday morning, December 3rd at 7:00 AM. All booths must be ready to open promptly at 9:30 am on December 3rd 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, payment and pictures  
By September 1, 2010**

**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 2010  
RULES AND REGULATIONS**



**Exhibitors are required to follow 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 or “15% off” or “Clearance” signs may be displayed.
3. Any exhibitor displaying consignment items or allowing other crafters to place items in their booth to sell must pay a \$20.00 per person fee.
4. Booth set up will begin on December 2, 2010 from 12 noon - 9:00 pm and again on December 3rd at 7:00 am. If you fail to open your booth by 9:30 am on December 3rd, you will forfeit your space unless we receive a call at Mary Queen (281-482- 1391) informing us of your delayed arrival.
5. 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 and sales tax is the responsibility of the exhibitor.
6. Exhibitor agrees to keep booth open until the 5:00 pm closing on Friday and Saturday.
7. Nothing may be hung, tacked or leaned against the walls of Mary Queen Family Life Center.
8. No advertising of Amway, Beauty Control, Watkins, Pampered Chef, etc.
9. No commission or admission charged.
10. 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.
11. No smoking allowed in the Mary Queen Family Life Center
12. Cancellation refunds will be given until November 13, 2010
13. Items displayed and sold from your booth will be limited to items listed on your original application.
14. Booth application deadline is September 1, 2010.

# MARY QUEEN VENDOR REGISTRATION FORM

## CHRISTMAS BAZAAR - 2010

I have the rules and regulations of the Mary Queen Christmas Bazaar to be held on December 3 & 4, 2010 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:

\_\_\_\_\_ 6' x 6' Booth Space. . . . . \$80.00 For Two Days

\_\_\_\_\_ 8' x 8' Booth Space. . . . . \$90.00 For Two Days

\_\_\_\_\_ Shared Booth Space or Consignment. . . . . \$20.00 Per Crafter

\_\_\_\_\_ Electricity Needed. . . . . \$15.00 Extra (Limited)

\_\_\_\_\_ Pictures of products to be sold (minimum of 6 pictures) and Pictures of Booth Set Up (1 picture)  
Enclosed with application and payment. (Pictures will not be returned to vendor)

\_\_\_\_\_ 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

# Cards Needed \_\_\_\_\_ Date Needed \_\_\_\_\_

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

E-Mail Address \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Home (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

List Items to Be Displayed in Booth: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List all products you will display in your booth. Only products listed are allowed to be displayed  
and **90% must be handcrafted by you, the Vendor.**