

Holly Jolly Arts & Crafts Fair



Vendor Application

Event Date: December 2nd, 2017 between 9am – 3pm at Gunter High School

Vendor Selection & Eligibility

The application is for Vendor submission only and does NOT guarantee admission. To ensure event quality and cohesiveness, applications will be approved depending on product mix and availability. Holly Jolly Arts & Crafts Fair is a juried event accepting vendors based on variety, originality, and quality of goods sold and given away. Vendor selection is designed to provide customers with not only the highest quality of vendors but a collection of vendors who compliment one another in such a way to create a cohesive event. The Chamber reserves the right to not duplicate businesses promoting the same product or service, and will restrict the number and types of vendors. The Chamber will select vendors who best meet the needs of the event.

The Gunter Chamber of Commerce Board, in their sole discretion, will determine booth assignments in a fair and equitable manner based on the needs of the Holly Jolly Arts & Crafts Fair event. Once it has been determined that your products are the quality and type to fit the event, you will be invited to attend the event.

Deadlines & Fees

- Application Deadline and fee must be received on or before November 20th, 2017. Non-refundable after November 10th, 2017.
- Vendor Fees are \$25 each X # _____ reserved = \$ _____ for non-electrical booths
- Vendor Fees are \$30 each X # _____ reserved = \$ _____ for electrical booths (limited number available).
- Booth size - approximately 10x10

Vendor Contact Information

Business / Organization	
Name of Contact Person	
Cell Phone	
E-Mail Address	
Website	

Booth Products

Please list all the products and Items to be sold, promoted, and/or given away at your booth:

Electricity

If you would like to request an electrical booth, please explain your needs below. Be aware that we have limited outlets and they will go to the vendors with the greatest needs and on a first request basis.

Logos

If application is accepted and you have a company/organization logo, please submit in an original high resolution PNG or JPEG file (preferably without background color, if possible) for advertising purposes.

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Vendor Responsibilities

- Vendor shall supervise their booth and/or display space using their best efforts to assure that all safety and health code regulations are maintained to the highest standards of the Vendor's abilities.
- Vendors must provide all necessary items for the operation of their booth and/or display space including tables, chairs, displays, signage, and extension cords if granted a booth with electrical outlets nearby.
- All materials must fit in assigned vendor space.
- All food vendors must comply with state and local laws. Food handlers permits are required for all individuals who will handle food. If accepted as a vendor, a copy of permit must be submitted to the Chamber prior to the event.
- Alcohol sales are prohibited.

Setup

- Setup for the Holly Jolly Arts & Crafts Fair will begin at 7:00am on Saturday, December 2nd, 2017. All vendors must be setup and ready no later than 8:45am for event to begin at 9:00am
- Parking – Please see Chamber representative at check-in for location of vendor parking, spaces may be limited.
- Upon arrival, please see Chamber representative to be directed to your assigned space. Booth locations cannot be changed once assigned, if you have any special requests, please let us know as soon as possible and we will do our best to accommodate your needs.
- Any vendors that are running late must notify their Chamber contact.

Tear-Down

- Tear-down for the Holly Jolly Arts & Crafts Fair may begin at 3:00pm. Vendors may not tear-down early.
- Vendors are responsible for all cleanup in their booth and surrounding area at the close of the event, including removal of all trash and debris.

No-Show Policy

If you are unable to attend the Holly Jolly Arts & Crafts Fair for any reason, you must notify us in advance. If you fail to do so, you will be considered a "no-show". If you "no-show", the Chamber reserves the right to revoke your participation in all future events.

Weather Policy

The Holly Jolly Arts & Crafts Fair is an indoor event. Weather closures will be at the sole discretion of the Chamber.

Contact Information

Applications and fees may be mailed to PO Box 830 Gunter, TX 75058 or dropped off at Landmark Bank c/o Gunter Chamber (921 N 8th Street Gunter, TX). Email event questions and logos to Brandy Cochran by November 20th, 2017 at Cochran_GunterChamber@live.com.

By signing I agree to the terms and conditions in the preceding paragraphs, including all rules, regulations and language described above.

Vendor Name: _____ Date: _____

Signature: _____

Chamber Use Only:

Dated Rcvd: _____ Elec: _____ Booth: _____ Logo: _____ Cash/Check #: _____