



January 30, 2020

Dear Crafter,

Plans are coming together for a Spring Craft Show in Spring Branch. Spring Branch is centrally located in Houston and will be very easy for people to attend. This is the eight year for our Spring Craft Show and the fourth year for the Farmers Market, and we would like everyone's help in getting the word out. Tell all your friends, loyal customers and anyone else you know. We are very excited about hosting the craft show and hope you will participate.

All proceeds received from the show will benefit the St. Andrew Beautification Project. The campus needs repairs and updates. We have several areas in which we would like to focus on for public use; community garden, flower beds and gym.

The show is open to those who make **hand crafted items and grow their own produce**. Booth spaces are on a "first-come" basis. We ask that you carefully read the following pages, complete and return the application as soon as possible, along with your check for your total amount due.

For those of you who attend shows alone, St. Andrew members will be on hand to help you unload, assist you during the show, if you need relief, deliver lunch to those who purchase lunch from the St. Andrew Café (menu to follow) and help load your car when it is all over.

Thank you for your interest in St. Andrew's Spring Craft Show. We look forward to hearing from you soon.

God Bless,

Monica Murray
Event Coordinator

St. Andrew Lutheran Church
1353 Witte Rd. Houston TX 77055
713-468-9565 fax#713-468-1064 email: events@standrew-lcms.org
www.standrew-lcms.org

Booth Spaces/Fee

The booth fee is \$30 for a single booth (approximately 10'X10'). **All applications must be received with at least the single booth fee included.** The fee is NON-REFUNDABLE if you are accepted into the show. If you are NOT accepted, the check will be shredded.

Two chairs will be provided for each booth. Crafters may furnish their own tables or rent for \$10 per table on a first come first-reserved basis. Table coverings are not included. All tables must be covered and would ideally be floor length. Booths will be indoor and outdoor. Indoor booths will be on a first come first-reserved basis.

If you would like to have a larger booth space, please indicate by requesting more than one booth. An additional fee will be charged.

Set-Up/Show/Departure Times

Set-Up: Friday, March 27th 4:00-8:00pm
Saturday, March 28th 7:00am-8:45am

Prayer: Saturday, March 28th 8:50am

Show Time: Saturday, March 28th 9:00am-3:00pm

Take Down: Saturday, March 28th 3:00pm-5:00pm

Selection Process

The selection process is by jury. Your application form must be completed and must include a good quality photograph(s) of your merchandise. **Your photograph(s) will not be returned.** Acceptance correspondence will be sent via email on/before March 16, 2020.

Merchandise/Products

Only original items may be sold. All items offered must be of high quality. No resale items allowed. Concession type food items will not be allowed for booth sales. Please contact if you have an item in question. St. Andrew will sell coffee, soft drinks, tea, snacks and lunch.

St. Andrew Lutheran Church does not use or promote alcohol or alcohol related products so please refrain from using such products in your displays. Also, please make sure your merchandise and displays use appropriate language for a church.

The St. Andrew Spring Craft Show & Farmers Market Committee reserves the right to ask Vendors to remove products or merchandise deemed inappropriate from display.

Parking

Crafter will unload merchandise near the door and move their vehicle after unloading to park on the grass in the back/side yard of the building (if weather permits).

Release of Liability

St. Andrew Lutheran Church will not be responsible for any loss or damage to the Crafter's merchandise resulting from any cause whatsoever. St. Andrew Lutheran Church will not be liable to the Crafter or any employee/guest of the Crafter for any physical injury suffered by any such party while on or in the premises covered by this permit.

St. Andrew Lutheran Church
Spring Craft Show & Farmers Market
March 28, 2020

Crafter's Name: _____

Business Name: _____

Phone: _____ Cell: _____

Street Address: _____

City, State, Zip: _____

Email Address: _____

Description of **craft items and price range of items**: Only original items may be sold- **no manufactured** items will be allowed.

*This application is considered based on the items listed above along with photographs.

BOOTH AND EQUIPMENT REQUESTS:

_____ **Single booth with 2 chairs (approximately 10' X 10')** **\$ 30.00**
(check for \$30 must be included to be considered)

_____ **Additional booth to make space 10'x20' with additional fee of \$30** _____

_____ **Number of tables (6 foot) @ \$10.00 each** _____

_____ **Number of electrical outlet(s) needed (outside wall) #_____ \$5 each** _____

_____ **Lunch @ \$6 (Brisket Sandwich/chips & drink or hotdog/chips/drink)** _____

Total Booth and Equipment Fees Paid \$

=====

_____ **I do not need a table** _____ **I do not need chairs**

Release of Liability

St. Andrew Lutheran Church will not be responsible for any loss or damage to the Crafter's merchandise resulting from any cause whatsoever. St. Andrew Lutheran Church will not be liable to the Crafter or any employee/guest of the Crafter for any physical injury suffered by any such party while on or in the premises covered by this permit.

Signature: _____ **Date:** _____

Mail completed signed registration form, check (St. Andrew Lutheran), and photographs to:

St. Andrew Lutheran
Spring Craft Show & Farmers Market
1353 Witte Rd. Houston Texas 77055