



Fall Festival Craft & Vendor Fair
Saturday, October 21, 2017
4405 Main St. Rowlett, TX
9:00 a.m. - 3:00 p.m.

Exhibitor Registration

(Please print legibly and completely. Attach a business card to this form.)

Business Name: _____ Contact Name: _____
Mailing Address: _____
Phone: _____ Email: _____

Describe the craft, product, or service you are selling or exhibiting: (Items not listed will not be allowed.)

Only one booth per "branded" company will be allowed, and it will be determined on first-come-first-serve basis.
(Example: Mary Kay, Scentsy, Pampered Chef, Thirty-One, Stella & Dot, etc.)

Check here if your booth will be serving food samples of any type.

Exhibitor Fees:

Table with 2 columns: Booth rental location and Price. Includes Classroom rentals are limited availability.

Optional Add-ons, Discounts, & Late Reg Fee:

Table with 2 columns: Add-on/Discount and Price. Includes Silent Auction Item Donation Discount and Late Registration Fee.

Total Amount Enclosed: \$ _____

Since space is limited, we recommend that you return your registration form and entry fee immediately.
Your space will be confirmed via email by an exhibit coordinator.

First Rowlett is holding a Silent Auction during the Fall Festival and would appreciate a donated item from your exhibit.
Donations are tax deductible and will receive a receipt. You will provide the item at vendor check-in on day of event. If
donating an item, please include a \$5 discount at the time of payment for your booth rental.

Item(s): _____ Value: _____

MAKE CHECKS PAYABLE TO: First Rowlett UMC
MAIL REGISTRATION & ENTRY FEE TO: 4405 Main St. Rowlett, TX 75088
*Write Fall Fest Craft Fair in check memo ATTN: Fall Fest Craft Fair

Release: I have read the Rules & Regulations of the First Rowlett UMC Craft & Vendor Fair, and I agree to abide by the established rules. I
understand if I do not adhere to the rules and regulations, I will be asked to remove all merchandise and a refund will not be issued. I realize that if I
cancel my registration, I will not be issued a refund. I hereby release First Rowlett UMC, its employees and officials from all responsibility in the
event of personal injury, accident, damage or theft of merchandise.

Signature: _____ Date: _____

Exhibit Coordinator Contact:
frumcfallfest@gmail.com or 214-334-3397

Exhibitor Rules & Regulations

1. Refunds will not be issued for cancellations or “no shows”.
2. An exhibitor will be considered a “NO SHOW” if he or she has not arrived by 8:00 a.m. on Saturday, October 21, 2017. At that time, the booth space will be released for new rental.
3. Booth set-up must be completed between 7:15 a.m. and 8:45 a.m. on Saturday, October 21, 2017. Take down must be completed by 4:00 p.m. of the same day. You may also set-up Friday night, October 20 between 6:00 p.m. and 8:00 p.m. if you have arranged for it in advance with an exhibit coordinator.
4. Vehicles may not park in the fire lane after unloading and loading supplies.
5. Nails or anything else that will leave a mark on the walls or the floors of the building may not be used.
6. The First Rowlett exhibit officials shall designate exhibit areas and each exhibitor shall sell and display within the confines of his or her designated area only. If a booth space is empty, it is not to be retained by another exhibitor without permission from a First Rowlett exhibit official.
7. Classroom space rentals are located immediately off main hallways and are very limited in availability.
8. Each booth rental will come with two folding chairs. Tables and display options are vendor’s responsibility to provide. 6 ft. or 8 ft. tables may be rented for an additional fee. Table rentals are not available for booth size 4.5’ X 5’. This booth size can fit 3 ft. or 4 ft. tables or card tables which vendor must provide.
9. The First Rowlett officials reserve the right to restrict the sale, display or distribution of any printed materials, photographs, books, magazines, pictures, paraphernalia or other representations in order to maintain a proper, moral, and wholesome environment.
10. Exhibitors may not bring onto or distribute on First Rowlett grounds any political or solicitation materials or handbills without the prior consent of exhibit officials.
11. The following will not be allowed for any reason: alcoholic beverages, amplifiers, firearms, or the sale of live animals.
12. The First Rowlett officials reserve the right to refuse admission to any exhibitor.
13. The First Rowlett, its employees and officials, will not assume responsibility or be held liable in the event of personal injury, accident, damage, or theft of merchandise.
14. Any returned checks will incur a fee of \$25.00.
15. We strongly encourage vendors to leave their booths open until 3:00 p.m. on Saturday, October 21, 2017.