

BULVERDE SPRING BRANCH ACTIVITY CENTER
17TH ANNUAL CRAFT SHOW
SATURDAY, NOVEMBER 11, 2017
9 AM - 3 PM
30280 Cougar Bend
Bulverde, TX 78163

APPLICATION FOR VENDORS
*** * * Deadline 3:00 PM Friday, November 3, 2017* * ***

NAME: _____ **COMPANY:** _____

BILLING ADDRESS: _____ **CITY/ZIP:** _____

PHONE #: _____ **E-MAIL:** _____

List and describe your crafts THOROUGHLY AND ACCURATELY: _____

SALES TAX ID #: _____ **SIGNATURE:** _____ **DATE:** _____

(required)

BOOTH FEE PAYMENT

of spaces _____ **Inside Space \$50.00** _____ **Outside Space \$40.00** _____ **Non-Profit \$25.00** _____

Electricity \$5.00 _____ **Table (1) & Chairs (2) \$10** _____

Method of Payment: ____ **Cash** ____ **Check** ____ **Credit Card: Type** _____

(Visa or MasterCard only)

Credit Card Information: (Call the office if you wish to give this information by phone: 830-438-3111)

Credit Card Number: _____ **Exp. Date:** _____ **CVC** _____

Name on Card: _____

Billing Address: _____ **City:** _____ **St:** _____ **Zip:** _____

Bring/Mail/FAX to: **Bulverde Spring Branch Activity Center, 30280 Cougar Bend, Bulverde, TX 78163**
Fax: 830-438-3144

RELEASE ACKNOWLEDGEMENT:

I have read and hereby agree to abide by the guidelines and policies as stated on the 2016 Bulverde Spring Branch Activity Center Guidelines & Policies Sheet and this application.

Please Initial _____

I hereby release & forever discharge the Bulverde Spring Branch Activity Center, its officers and Directors from any responsibility, personal liability, loss, claims or damage arising out of or in connection with this event.

Please Initial _____

VENDOR INFORMATION: Andrea Jenkins, ajenkins@bsbac.com, 830-438-3111

Visit our website for further information and upcoming activities: www.bsbac.com

Bulverde Spring Branch Activity Center
Craft Show
Guidelines & Policies

Saturday, November 11th, 2017
9 am to 3 pm

30280 Cougar Bend
Bulverde, TX 78163

1. Booth spaces are assigned on a First-Come, First Serve Basis through the Center office only. Placements made to vary product categories.
2. Craft Show will take place Rain or Shine – no refunds will be given due to inclement weather.
3. Inside booth spaces are approximately 8'X8' and outside spaces on the blacktop of the parking lot are 12'x12'. Vendors must provide their own tables, chairs, and protection from the elements (if needed). A canopy is recommended for outside spaces. *Inside canopies or other special accommodations must receive approval prior to the date of the event.*
4. Electricity is available on a **Limited Basis**. There is a \$5.00 charge. One (1) six foot table and two (2) chairs are available on a **Limited Basis**. There is a \$10.00 charge.
5. Vendors are not allowed to roam the grounds to solicit sales.
6. All Vendors are expected to operate for the full duration of the Craft Show Event. Inside booth set up is 2 – 6 pm on Friday, November 10th. Booth set up the day of the event begins no earlier than 7am. No take down will take place before 3:00 pm. Tables and chairs are not provided but are available for rental.
7. Crafts or items to be sold must be listed on the application form. Bulverde Spring Branch Activity Center (BSBAC) reserves the right to make the final decision regarding acceptance. We ask that all art/merchandise be in good taste and that you DO NOT display nudes, profanity, obscenity or objectionable materials. The BSBAC reserves the right to ask any vendor to remove a specific item or entire booth for failure to comply with these guidelines and no refunds will be given.
8. We do require any for profit business that is selling items in their booth at the event provide us with their Sales Tax Number. For information regarding this requirement, this website should provide the answers to your questions: http://comptroller.texas.gov/taxinfo/sales/new_business.html
9. For Vendors who are interested in selling home-made food items, this website should answer all your questions: <http://www.texascottagefoodlaw.com>. Be advised that we are not responsible, nor do we have any knowledge about the lawful manner to do this. We simply provide you with a rental space for the day.
10. Your reservation is not final until payment has been received at the Bulverde Spring Branch Activity Center Office. A confirmation email will be sent to you within a week of receipt. Booth assignments and any final instructions will be sent the week of the event.

11. PARK IN DESIGNATED AREAS ONLY. All vendors must park offsite.

12. Each vendor is responsible for removing their booth and all trash/garbage prior to leaving for the day.

13. Alcoholic beverages of any kind are not allowed. Food and drinks will be sold. A vendor may bring in food/drink for personal consumption. Smoking is not permitted in the booth areas.

14. Entry Fee will not be refunded after October 28, 2017.

15. Failure to comply with any of the above Guidelines or Policies will remove you from the vendor list for future events.

Mail/deliver/fax applications and payments to:

Bulverde Spring Branch Activity Center
30280 Cougar Bend
Bulverde, TX 78163
830-438-3111
830-438-3144 (fax)

Office hours: Monday – Thursday 9:00 am to 4:00 pm, Friday 9:00 am – 1:00 pm

VENDOR INFORMATION: Andrea Jenkins, ajenkins@bsbac.com, 830-438-3111