

SCS Christmas Bazaar ---December 4 and 5, 2021

(Please print clearly)

Complete Registration form & return it, along with your payment to: SCS Christmas Bazaar 2021 Committee,
1705 E. Peters Colony Rd, Carrollton, Texas 75007 Attn: Rosemary Manganilla

Cash will be accepted or make cashier's check or money order payable to:

St. Catherine of Siena Christmas Bazaar. (No personal checks will be accepted)

Final deadline to register is Monday, November 29. Payment will guarantee your space.

Spaces are assigned on a first payment received basis. Spaces are in two rooms.

Name _____

Address _____

City/Zip: _____

Email: _____ Phone (h): _____

_____ Cell: _____

Product/Service (explain in detail) _____

To eliminate duplications, if you are selling your own crafts, please indicate in detail what type of crafts i.e. painted ceramics, flower arrangements, homemade jewelry, etc. Explain in detail for best display of your product. Use backside of registration form for added comments if needed. Send a photo download if you are able.

Fees:

Please read carefully and indicate what space(s) you require below. We have limited two space areas:

- ☐ one 8' x 7' space. Cost is \$55 (does not include tables or chairs)
- ☐ two 8' x 7' spaces. Cost is \$100 (does not include tables or chairs)
- ☐ 36" x 72" table (3' x 6' foot table) Cost is \$10 per table. I need ____ tables. I need ____ folding chairs
- ☐ electrical outlet Cost is \$15 (limited availability)

☐ I will be here all day Saturday from 9 a.m. until 4:00 p.m. and Sunday from 9 a.m. until 1 p.m.

IT IS HIGHLY IMPORTANT THAT YOU LET US KNOW IF YOU ARE NOT GOING TO BE HERE THESE FULL DAYS.

☐ **I WILL NOT BE HERE ALL DAY SAT. ____ SUN. ____ I WILL BE LEAVING AT: _____**

☐ I understand that only one vendor per product line for a similar direct sales business will be allowed, i.e., Mary Kay, Scentsy.. This will be first-come, first-serve payment received basis.

☐ I read the Vendor Information & Guidelines. (Retain guidelines. Do not return to us.)

Signed: _____ Date: _____

Enclosed is my cashier's check or money order in the amount of \$_____.

(Include payment with registration form, as well as the Adult Hold Harmless insurance form.) Your space is reserved when payment is received. You will be notified either by e-mail or by phone once registration paperwork is processed.)

Please contact Rosemary Manganilla, 972-492-3237 ext.113 or email: rosemarym@stcatherine.org with questions.

FOR COMMITTEE USE ONLY:

PAYMENT RECEIPT VERIFIED: TYPE _____ AMOUNT _____ DATE _____ Adult Hold Harmless _____

COMMITTEE MEMBER NOTATION: _____

St. Catherine of Siena 2021 Arts & Crafts Christmas Bazaar Vendor Information & Guidelines

Retain this form for your reference. Do not return this form with your payment.

- When: Saturday, December 4, 9:30 A.M.- 4 P.M. Sunday, December 5, 9:30 A.M.- 1 P.M.
- Where: St. Catherine of Siena Church, 1705 E. Peters Colony Rd, Carrollton, TX 75007, 972-492-3237
- Payment: Make cashier's check or money order payable to *St. Catherine of Siena Christmas Bazaar*. Cash will be accepted. **Personal checks or credit cards will not be accepted.** Fee is due with registration form. Space will be reserved with payment and will be allocated on a first-come-first-serve basis. **If you have paid your registration fee and cannot attend for any reason, no refund will be issued. It is considered a donation to St. Catherine of Siena Church.** Vendor is notified once paperwork has been processed.
- Vendors are responsible for submitting an Adult Hold Harmless insurance form with paperwork.
- Vendors are responsible for all signage and coverings for their tables.
- Set up will be from 5:30 p.m. to 7 p.m. on Friday, December 3
Friday setup must be completed by 7 pm.
Saturday setup is from 7:30 am to 9 a.m.
- One Raffle donation item (\$15+ value) from your vending must be submitted at setup at Registration table. Make sure you give Jennifer your donation, don't just leave on the table. Include a business card with your donation, or some type of identification of your vendor contact.
- Vendors are responsible for cleanup of their space and clearing tables by 1:30 p.m. on Sunday.
- Vendors are responsible for all monies they collect and any personal items they bring.
- Refreshments & Food will be available.
- **Vendors are asked to contact family, friends, and neighbors notifying them of the Christmas Bazaar. A flyer will be e-mailed to vendors or mailed to those without e-mail to hand out or mail.**

If you have any questions, please call:

Rosemary Manganilla, 972-492-3237, ext.113 (leave a detailed message); rosemarym@stcatherine.org

THANK YOU!!