

SCS Autumnfest Arts and Crafts, September 28, 2024 9 a.m.-4:00 p.m.

(Please print clearly)

Indoor Booth – Limited number of booths available

Complete Registration form & return it, along with your payment to: SCS Autumnfest 2024 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*
(No personal checks will be accepted)

Final deadline to register is Friday, September 20, 2024. Payment will guarantee your space.

Spaces are assigned on a first payment received basis.

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 the backside of registration form for added comments if needed. Send a photo download if you are able.

Fees:

one 8'x 8' space Cost is \$100 (vendors are responsible for their own tables.)

I will be here all day Saturday. **IT IS HIGHLY IMPORTANT THAT YOU LET US KNOW IF YOU ARE NOT GOING TO BE HERE THE FULL DAY. You are located in areas where there are other venues.**

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

I read the Vendor Information & Guidelines. (Retain guidelines. Do not return guidelines 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. Autumnfest leadership reserves the rights to assign the location of your booth. You will be notified either by e-mail or by phone once your 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
Vendor Information & Guidelines
Autumnfest, September 28, 2024
INDOOR VENDOR

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

- When: Saturday, September 28, 9:00 A.M.- 4 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*. 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 on Friday, September 26 (**indoor vendor only**) from 4-6 p.m.
- Saturday, September 27 set up is from 7:30 a.m. until 9 a.m.
- Vendors are responsible for cleaning their space and clearing tables by 4:30 p.m.
- Vendors are responsible for all monies they collect and any personal items they bring.
- Refreshments & Food is available at vendor food booths.
- **Vendors are asked to contact family, friends, and neighbors notifying them about Autumnfest. 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!!