

SCS Christmas Bazaar ---November 15 and 16, 2025

(Please print clearly)

Complete Registration form & return it, along with your payment to: SCS Christmas Bazaar 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 Christmas Bazaar. (No personal checks will be accepted). Final deadline to register is Monday, November 4.

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 the 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:

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

- one 8' x 7' space.** Cost is \$60 (does not include tables or chairs)
- two 8' x 7' spaces.** Cost is \$115 (does not include tables or chairs)
- 30" x 72" table** Cost is \$10 per table. I need ___ tables. I need ___ folding chairs (no charge for 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. This will be a first-come, first-serve.

I read 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.** 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 2025 Arts & Crafts Christmas Bazaar Vendor Information & Guidelines

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

- When: Saturday, November 15, 9:00 A.M.- 4 P.M. Sunday, November 16, 9:00 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 3:00 p.m. to 7 p.m. on Friday, November 15
Friday setup must be completed by 7 pm.
Saturday setup is from 7:30 am to 9 a.m.
- One Raffle donation item (\$20+ value) from your vending must be submitted at setup at the Registration table. Make sure you personally give Sylvia your donation. Include a business card with your donation, or some type of identification of your vendor contact.
- Vendors are responsible for cleaning 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 on Saturday 8:30 a.m.-2 p.m. and on Sunday 9 a.m.-1:00 p.m.
- **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!!