

CT Church Fall Festival and Market

September 24th-25th

Booth Rental

Vendor Contact Person _____

Booth Name (if applicable) _____

Merchandise to be sold _____

Mailing Address _____

City _____ Zip _____

Phone _____ Email _____

Total amount of money enclosed _____ (Make checks payable to CT Church)

___ Inside Booth Two Days \$50.00 ___ Inside Booth One Day \$40.00 ___ Electricity \$10.00

___ Outside Booth Two Days \$40.00 ___ Outside Booth One Day \$30.00

Please sign if you have read and agree to all CT Church Fall Festival and Market Rules & Regulations as printed on reverse side of this form. Thank you.

Signature _____

Please fill out and return top portion to:

CT Church, 9701 Almeda Genoa Rd, Houston, TX 77075

(keep bottom portion for your information)

Dates: Friday, September 24th and Saturday, September 25th

- You have a choice between two day or one day rental.
- You have a choice between inside or outside space.
- You need to reserve early.
- Booths will be assigned as payments are received on a "first come first serve" basis.
- Full payment must accompany application. Payment received automatically assumes you have read and agree to abide by all the Rules and Regulations as printed on reverse side of this form.
- There will be a designated food service area.
 - Continental Breakfast will be provided to vendors.
 - Lunch will be available to purchase through vendors or CT Church kitchen

If you have any questions, call 713-944-4815 or email office@ctchurch.tv subject line: Fall Festival and Market

Rules and Regulations of CT Church Fall Festival and Market September 24-25, 2010

- All spaces will be assigned on a “first come first serve” basis as payment is received. Booth rental is limited to space available.
- Deposit made confirms that vendor agrees to relieve CT Church of any and all liability resulting from fire, theft or accident of any cause. All property brought to the show will be the vendor’s responsibility.
- Overnight security will be provided inside and outside. The Family Life Building will be locked along with security alarm.
- No cancellation refunds will be given after August 13, 2010.
- Set up is on Thursday, September 23rd from 2:00 PM until 9:00 PM. Outside set up is on Friday or Saturday from 6:00 AM to 9:00 AM. Any exceptions must have written approval prior to event.
- Vendors must agree to have booth open until close of show each day. Show closes Friday at 5:00 PM and Saturday at 4:00 PM.
- One six-foot table and two chairs will be provided to all inside booths. All vendors must provide table covers. You may bring your own backdrops and extra tables.
- Inside space is 10’x10’.
- Outside space is 12’x15’. Outside vendors must provide all items required. This includes table, chairs, canopy if so desired.
- No refunds due to weather will be given for outside vendors. No nails in parking lot.
- No smoking inside or alcohol on church grounds will be permitted.
- Nothing shall be placed on walls inside facilities.
- Volunteers will be available to sit at vendor’s booth for restroom and lunch breaks if needed.
- CT Church has the final say with regard to the type of merchandise to be sold. All merchandise is to be suitable for families and children. No witches, goblins, occult, skeletons, Halloween items or anything made from alcoholic beverage cans.
- CT Church reserves the right to determine shopper traffic flow and booth arrangement.
- Vendor is responsible for cleaning up his or her own booth space.