

HOLY TRINITY PRESBYTERIAN WOMEN

Holy Trinity Presbyterian Church
16245 Nacogdoches Road
San Antonio, Texas 78247
www.holytrinitypres.org
Phone (210) 654-3411

April 12, 2017

Dear Vendors,

We are pleased to announce the 27th Annual **HOLLY DAYS ARTS AND CRAFTS FAIR** at Holy Trinity Presbyterian Church on Saturday, **October 7, 2017**.

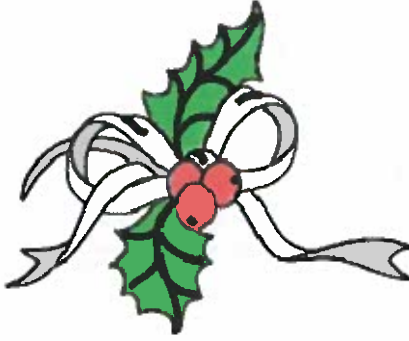
Vendors will be able to pick their own booth space and the check-in process will be held outside. Enclosed you will find an application form and the rules and regulations. We will have inside spaces for \$50, outside spaces 301-318, 222-225 for \$30 and outside spaces 201-221 for \$35. Tables are available for \$10 each and electricity is available for \$10 each upon request, crafters supply their own extension cords. Spaces are rented on a first choice to fourth choice option. There will be the "volunteer angels" for you to request relief from your booth for a 30-minute lunch break. As always we will have great food in our kitchen snack bar inside the church.

The map included shows where booth spaces are located. You have a place for 4 choices, please use them all. Set up time will be **7 am** and the show will run from **10 am to 4 pm**. The deadline for returning your application is **September 15th** but the sooner you return your application the more likely you are to get your choice. Confirmations will be e-mailed and/or mailed to you by **September 17th**. A copy of the flyer used to advertise the show is enclosed. If you will be in shows prior to Holly Days, feel free to make copies of our flyer to hand out to your customers! This will be beneficial for both of us.

We sincerely thank each and every one of you who have supported us in the past years to make **HOLLY DAYS ARTS AND CRAFT FAIR** the special day that it is. For those newcomers to our show this year, we believe you are in for an especially enjoyable day and hope you'll come back for many more years.

In His Service,

Sheila Clark



HOLLY DAYS ARTS AND CRAFT FAIR APPLICATION

Please complete the following craft show application and send with your full payment payable to:
Holy Trinity Presbyterian Women to: Sheila Clark, 12719 Villa Madero, SA, TX 78233
For additional information contact Sheila Clark, at 210-653-5331, or email: ds.sanantonio@gmail.com

PLEASE PRINT:

NAME _____ **include photo of your crafts**

Company Name _____ # of years in our show _____

Mailing Address _____
_____ (zip code)

E-mail address: _____

Home Phone # _____ Cell or Work Phone # _____

Description or Picture-art/craft _____

Booth Location:

INSIDE (\$50.00)

CHOICES

Family Room: (8x10) (#108-118) 1. Booth # _____ 3. Booth # _____

2. Booth # _____ 4. Booth # _____

Narthex, Bethel Library: (6x14): (#101-104, #119-123)
Day School Rooms, Choir room: (8x10): (#124-127, #132-147)

OUTSIDE (\$35.00) No Electricity available

Outside Curb (16 x 10): (#201-221) 1. Booth # _____ 3. Booth # _____
2. Booth # _____ 4. Booth # _____

OUTSIDE (\$30.00) No Electricity available

Inside Curb (10 x 10): (#301-318, 222-225) 1. Booth # _____ 3. Booth # _____
2. Booth # _____ 4. Booth # _____

Electricity Required: (\$10.00) Inside booths only _____ YES _____ NO

Table Required: (\$10.00) _____ YES _____ NO

RELEASE ACKNOWLEDGEMENT:

I hereby make application to become an exhibitor in the 2017 Holly Days Arts and Crafts Fair. I agree to abide by the rules and regulations as set forth and such other rules and regulations as may be established.

I hereby release and forever discharge Holy Trinity Presbyterian Church, HTPW, their officers and employees from any responsibility, personal liability, loss, claim or damage arising out of or in connection with this show.

By signing below, applicant hereby certifies that he/she has read the release acknowledgement. Applicant further certifies that all information provided is true and correct.

SIGNED _____ DATE _____



HOLLY DAYS ARTS AND CRAFT FAIR

DATE: Saturday, October 7, 2017
TIME: 10:00 am to 4:00 pm
PLACE: Holy Trinity Presbyterian Church
16245 Nacogdoches Road
San Antonio, TX 78247
Phone: 210-654-3411
SET UP: 7:00 am to 9:45 am

RULES AND REGULATIONS

1. The Entry Fees:
 - a. \$50.00 for an inside booth, (8x10) approximately
 - b. \$35.00 for an outside booth **200-221**(16x10) approximately
 - c. \$30.00 for an outside booth **301-318, 222-225** (10x10) approximately
 - d. \$10.00 for each table
 - e. \$10.00 for electricity (*vendors supply extension cords*)
 - f. 2 chairs will be available for each booth at no charge to be picked up at check in.

2. Registration is by mail only. Spaces are rented on a first-choice to fourth choice basis. Each artist will receive a name badge at the registration table, which is to be worn at all times. Your badge allows entrance into the **ARTISTS HOSPITALITY ROOM** (located along back hallway inside the church). If, for any reason, you must cancel your application, please notify Sheila Clark at 653-5331. No refunds will be made after September 23, 2017. Late applications will be accepted on a space available basis, based on the date of the receipt of application and the type of craft displayed.

3. **All items must be made by the registered vendors.** Arts and Crafts may NOT contain any profanity, nudity, or alcohol or related products. The Craft Fair Coordinator reserves the right to ask the vendor to remove any items at the discretion of the Craft Fair Coordinator. **(Retail items are not permitted.) Vendors who do not comply will be required to leave and no refund will be provided.**

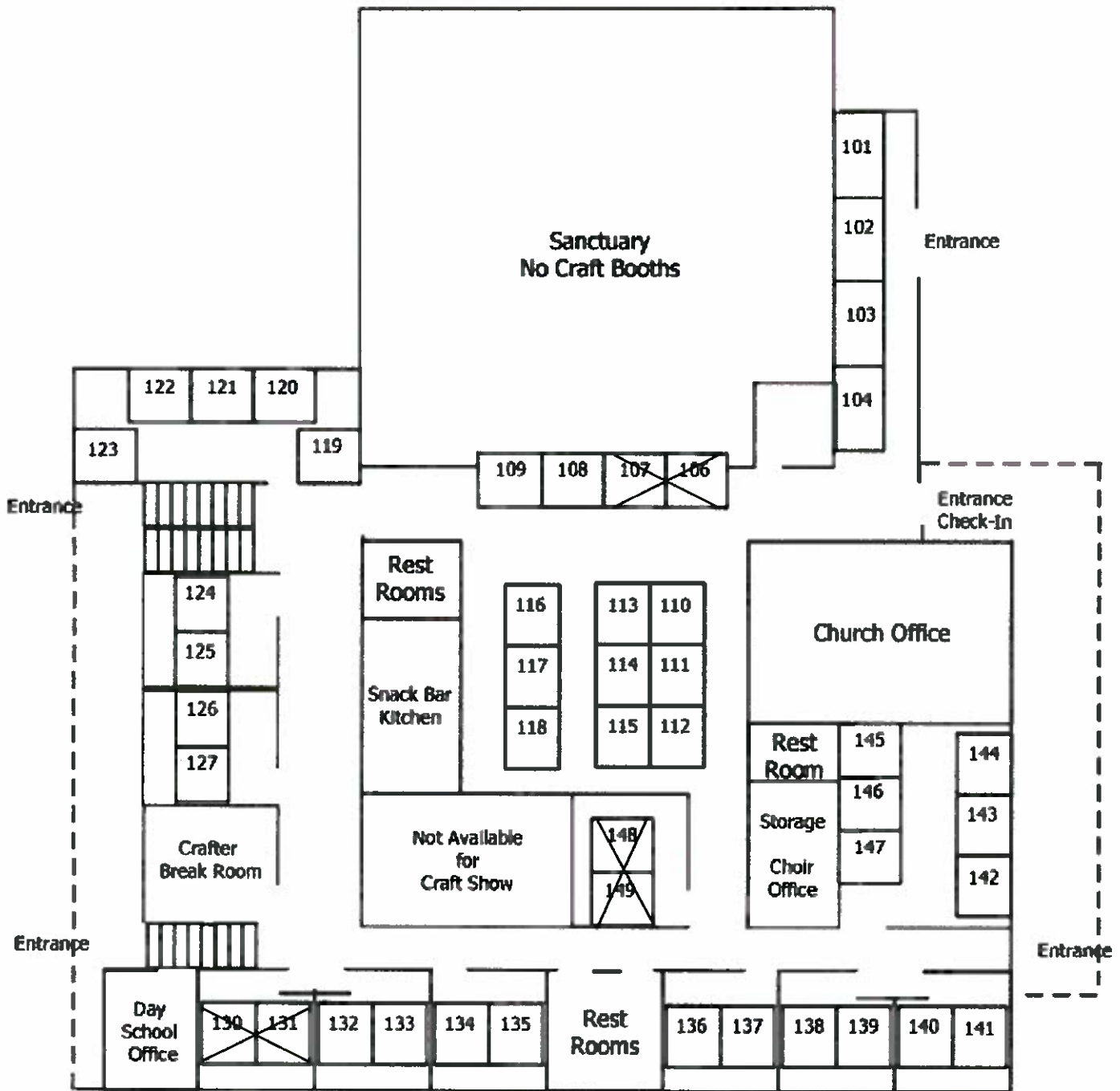
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4. **If any item for sale violates copyright, trademark, or patent law, the vendor will be required to remove these items and/or leave the premises without a refund at the discretion of the sponsor.**
5. We have NO rain date. The show will go on!
6. Exhibitors will supply their own display material and equipment. Exhibitors are expected to vacate the building by 5:30 pm that evening. You will be expected to display your items within your own booth space. The number on your name badge will correspond with your assigned booth number.
7. Artists are requested to stay to the END OF THE SHOW. Each artist is responsible for collecting and reporting their own sales tax.
8. Make checks payable to: *Holy Trinity Presbyterian Women* and include your check with your application. Applications without checks will be returned and not processed.
9. Preferences for booth location will be determined by postmark of the application.
10. Set up and removal procedures will be handled in a timely matter. Please unload and *move your car*, then set-up your booth. At the end of the show please pack up your booth and *then get your car*. Parking will be directed as always by the HTPC MEN. Please **DO NOT DRIVE IN PARKING LOT WHERE THE BOOTHS ARE SET UP UNTIL THE HTPC MEN HAVE OPENED IT UP !!**
11. Enter & exit parking lots from Nacogdoches Rd. and from the second driveway from Nacogdoches Rd on Front Royal Drive only.
12. Confirmation of your booth space will be e-mailed and/or mailed to you by September 16th. See you at the show!!!
13. **NOTE: *Outside booths are located on the parking lot and have NO shade!***

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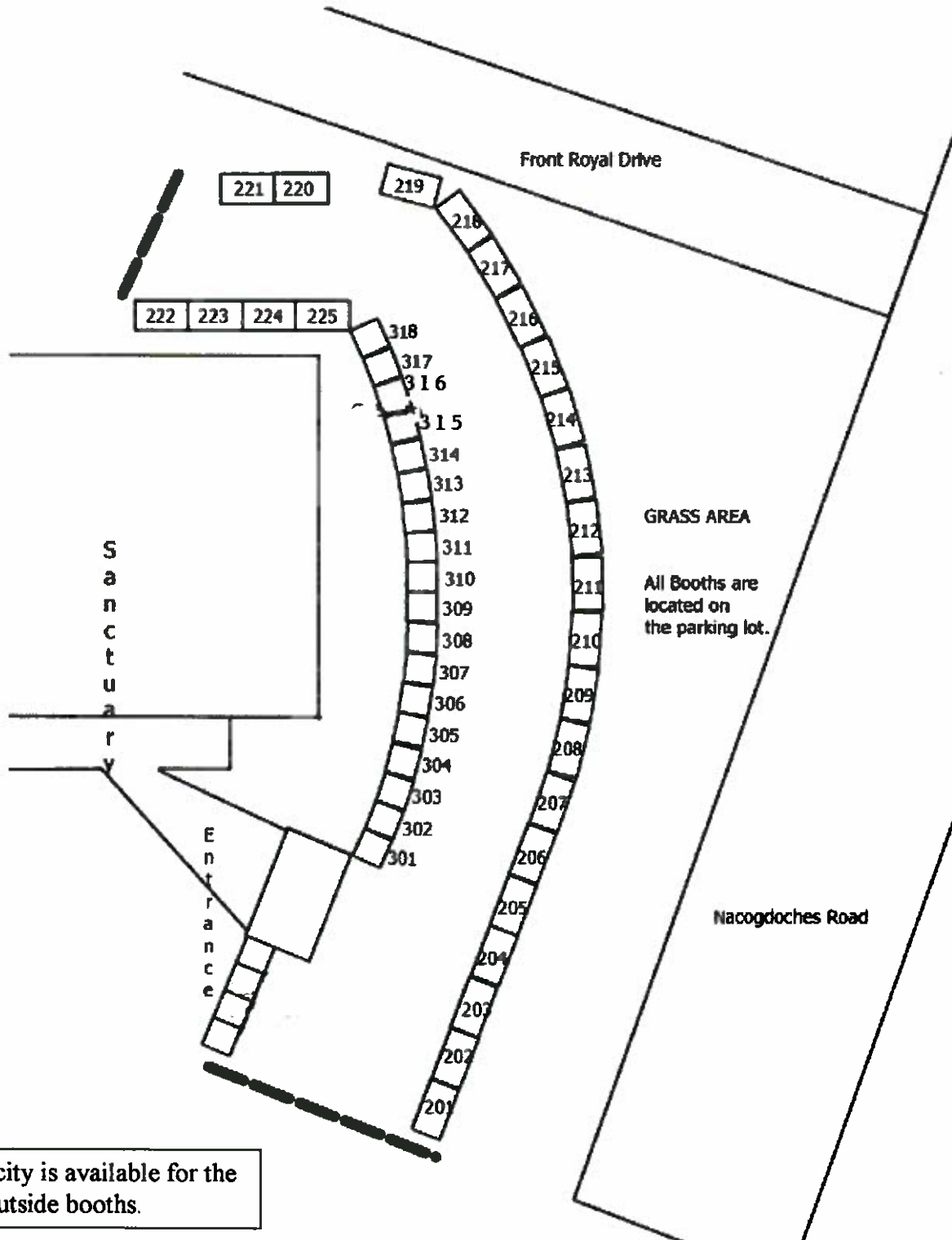


2017 Holly Days Craft Fair Inside Floor Plan





2017 Holly Days Craft Fair Outside Floor Plan



No electricity is available for the outside booths.



Twenty-Seventh Annual

Holly Days Arts & Crafts Fair

Saturday, October 7, 2017

10 AM to 4 PM

FREE ADMISSION

Holy Trinity Presbyterian Church

16245 Nacogdoches Road,

one-half mile south of Loop 1604

www.holytrinitypres.org

210-653-5331

Annual Fundraiser for
Holy Trinity Presbyterian Women