



Registration Form

Jesus Chapel School Fall Craft Fair 2023

Saturday, September 16, 2023

10:00 a.m. – 4:00 p.m.

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Jesus Chapel School will be hosting a Fall Craft Fair this year. Our goal is to raise money for our school and give our local artists and vendors a way to showcase their arts, crafts, and products. We are hoping with your help and the help from our community, we will be able to create a wonderful show. Please fill out the form attached if you would like to participate in our show. Also, feel free to tell any other craft vendors you feel may want to participate in our show.

Company Name: _____

Your Name: _____

Mailing Address: _____

Phone: _____ **Email:** _____

Website: _____ **Facebook:** _____

Individual Contact Information (If different from above)

Name: _____ **Title:** _____

Email: _____ **Phone:** _____

Type of products:

- Fine Arts
- Craft
- Books
- Cards
- Handmade
- Clothing
- Pottery
- Sculptures
- Jewelry
- Fabric Art
- Woodworking
- Canvas Art
- Dolls
- Illustrations
- Food
- Other: _____

List of items to be sold: _____

Other information you feel we should know: _____

Special Space Needs:

(Please note here if you have food products so that we can accommodate you in the best way possible to preserve your items.)

Please contact Valerie or Jennifer at 915-593-1153, extension 10 for additional information or if you have questions ☺

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The exhibitor requests the following booth and agrees to pay the following booth rental fee:

- Yes, I would like ____ (#) of indoor spaces @ \$75 each for a total of \$ _____.
- Yes, I would like to rent ____ (#) outdoor spaces @ \$50.00 each for a total of \$ _____.
*Each rental will include a 6 ft table and 2 chairs.
- No, I do not need a table. I will bring my own table and chairs. Please note, the space for table will be 6'x6'.

*Please note that shades/tarps/umbrellas will NOT be provided. If you need to shade your items, you will need to provide your own.

Electricity is available on a limited first come/ first serve basis Vendors must provide their own electrical cords and lights.

- Yes, I require electricity
- No, I do not require electricity.

TOTAL: (add up above space, tables, and electricity) \$ _____

For the application to be considered, the following must be included:

- Please complete the Vendor Application Form
- Please sign the Terms and Conditions document
- Payment: Method of payment: ____ Check ____ Cash ____ Credit Card ____ PayPal

Please make checks payable to : Jesus Chapel School
Please send PayPal payments to jmuller2@jchapel.org and make sure to note your name, product to be sold and that you are paying for a booth.

Total payment Enclosed: _____

Credit Card Number: _____ Exp. Date: ____/____

Cardholder's Signature: _____

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REGISTRATION: All information is to be submitted by Tues. September 12, 2023

- Mail to: Jesus Chapel School 10200 Album El Paso, Texas 79925
- EMAIL to: jmuller@jchapel.org
- If paperwork is emailed, the application will not be active until the fees are received. By completing a Fall Craft Fair Application, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name: _____ **Signature:** _____

Thank you for your interest in the Jesus Chapel School Fall Craft Fair. Your registration will be confirmed by email within one week of the time we receive it. Please contact us if you have not yet received notification.

For more information, or additional questions, please contact Jennifer@ jmuller@jchapel.org

Thank you for being a part of the JCS Fall Craft Fair!

*******Office Use Only Below this line*******

Date Registration Received: _____ **Payment Received:** _____

Payment Method: _____ **Check Number:** _____

Date Confirmation Emailed: _____

Space Assignment: _____

Terms and Conditions

1. **Set up/Break Down:** All Exhibitors must be set up and ready to sell by 9:45 am the day of the Show. Exhibitors may begin setting up at 8:00 am the day of the show. Breakdown can start no sooner than 4:00 PM on Saturday and must be completed by 5:00 pm. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. ****Before leaving, be sure your area is clean and trash-free.**
2. **Staffing:** Exhibitor tables/booths must be manned at all times and remain intact until the show closes at 4 pm. Jesus Chapel School (JCS) is not responsible for merchandise or display materials.
3. **Exhibitor Responsibility:** Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire, or casualty. Jesus Chapel School (JCS) expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the show.
4. **Exhibitor Spaces:** Exhibitor spaces will be assigned. Placement, flow, and competition will be taken into consideration to provide the best experience for show attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-serve basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands, or additional equipment.
5. **One Business per Table:** Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff of Jesus Chapel School (JCS).
6. **Acceptance:** Jesus Chapel School (JCS) reserves the right to decline any application for space if it deems such action to be in the best interest of the Arts and Crafts Show.
7. **Payment:** The full payment is a **non-refundable** registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event. All proceeds benefit the students of Jesus Chapel.
8. **Electricity:** Electricity will be available on a first-come first-served basis as electricity is not available at all areas. Outlets are NOT guaranteed b. Extension cords are not included in the fee and must be provided by the Exhibitor.
9. **Music:** Music will be provided throughout the space
10. **Tables and Chairs:** Each Exhibitor may furnish his or her own chairs, tables, stands, tents, or canopy.
11. **Cancellation of Space:** Application fees are non-refundable. Jesus Chapel School (JCS) is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health, or other causes of non-participation.
12. **Indemnification:** Exhibitor agrees to indemnify and hold harmless Jesus Chapel School (JCS) from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney' fees, arising out of or related to the operation of the Exhibitors at the Jesus Chapel School Fall Craft Fair.

I have read and agree to the above terms.

Signature: _____