

## INGATHERING CRAFT FAIR APPLICATION

I would like to apply to participate in the INGATHERING CRAFT FAIR on November 2, 2019.

Please include a check made out to Columbia UMC

Note on the memo line "INGATHERING"

Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Description of what you sell: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Texas Sales Tax Id: \_\_\_\_\_

Number of Full Booth Spaces (10x10) \_\_\_\_\_ Half Space (5x5) \_\_\_\_\_

Electrical Outlet: NO YES

Return to: Columbia UMC, 315 S 16<sup>th</sup> St, West Columbia, TX 77486

### FOR OFFICE USE ONLY:

Paid by check #: \_\_\_\_\_ By cash: \_\_\_\_\_

**THANK YOU!!!**

## INGATHERING CRAFT FAIR INFORMATION

The THANKSGIVING INGATHERING is sponsoring a Craft Fair this fall, which includes both hand-made and commercial items for home, gifts, holidays and décor. The proceeds from the booth rentals support local missions. Your participation in our Ingathering Craft fair will greatly aid in this effort.

WHEN: Saturday November 2, 2019 9:00 a.m. to 2:00 p.m.

Where: Columbia United Methodist Church, 315 S 16<sup>th</sup> St, West Columbia, TX 77486

Contact: Kaci Womack 254.709.7056 or [kacimills83@gmail.com](mailto:kacimills83@gmail.com) or the church office at 979.345.4642

Deadline: You must be registered by October 18<sup>th</sup>.

Cost: \$50 for a 10x10 space or \$40 for a 5x5 space (space includes 2 chairs but no tables) Make checks payable to Columbia UMC and on the memo line put "INGATHERING." We also request one item for the Silent Auction.

Sales Tax Permit: Include a copy of your sales tax permit with your application.

Cancellations: There will be no refunds issued if you are unable to attend the craft fair. Refunds will be issued if we must cancel or make changes that alter your ability to participate.

Advertising: The Ingathering advertises in several newspapers, as well as over the radio and on the internet. We have found that "word of mouth" is also excellent advertising!

Set-up: You may set your booth up during the day on Friday, November 1<sup>st</sup> from 10:00 am until 2:00 pm or from 7:00 am until 9:00 am the morning of the show. We do ask that you have everything in place by 9:00 am so that we may start on time. You may unload in the front of the fellowship hall, but we ask that you then move your vehicle to the Jackson Street parking to allow shoppers better parking.

Food: We will have a few food trucks out front for both the vendors and the general public. There will be tables out front for seating.

The Task Force of the Thanksgiving Ingathering extends its thanks to you for your patronage for the Craft Fair, as well as your professionalism and courtesy. It is because of you that our event may come to be respected and enjoyed. We try in every way to make this a supportive experience for you, and we welcome your suggestions to make it better.