

**Westminster Presbyterian
Holiday Gift Market**



Saturday, Nov. 11, 2017

We are excited to announce that Westminster Presbyterian Church (WPC) will host its fifth **Annual Holiday Gift Market** on Saturday, Nov. 11, 2017, from 9 a.m. to 3 p.m.

We would be honored if you would like to be among the vendors to participate. The registration fees for the Gift Market will be used as donations to local and international causes such as Tarrant Area Food Bank, Presbyterian Night Shelter, Union Gospel Mission, the Ladder Alliance and Haiti Education Fund, among others.

Here are some of the details:

- The Holiday Gift Market will be held Saturday, Nov. 11, 2017, from 9 a.m. to 3 p.m. at WPC, located in southwest Fort Worth at 7001 Trail Lake Dr., 76133. Set-up will be that morning, beginning at 7 a.m.
- Two booth sizes are available and each area includes either an 8 x 2.5-foot table (for the 10 x 10 area) or an 8 x 1.5-foot table (for 5 x 8-foot area) and two chairs. On average we have 40-50 booths.
- Booths are filled on a first-come, first-served basis.
- Booths are open to crafters, artisans, bakers, etc.; manufactured goods and/or direct sales reps are allowed but are limited.
- Electrical access is available for small electronics. You will need to provide your own surge protector and extension cords.
- An e-flier promoting the Holiday Gift Market will be available prior to the event for you to share with your customer base. We encourage you to post, tweet and blog about the event to draw as many shoppers as possible.
- We request that each vendor provide an item or gift certificate, valued at \$20 or more, to be used in a “chance to win” to help us raise additional funds for WPC’s causes.

We will be advertising and promoting the WPC Holiday Gift Market through local news media as well as social media opportunities, including Facebook, Twitter, Instagram, our website (www.wpcfww.org), dfwcrafftshows.com as well as our church newsletter. Signage will also be prominently displayed before and during the event.

If you wish to participate, please fill out and return the enclosed contract with your check (or via PayPal) no later than **Oct. 6, 2017**. Again, the booth areas are available on a first-come, first-served basis. Should we run out of booths before we receive your application and payment, your payment will be returned/refunded.

Please contact us with any questions or concerns. We are grateful in advance for your help in doing God’s work for those in need.

Sincerely,

Susan Green (817-907-2594)

WPC Holiday Gift Market Chair

WPC 2017 HOLIDAY GIFT MARKET VENDOR CONTRACT

Name Date

Business Name

Address

City State Zip Code

Phone

E-mail Address Website Address

Merchandise Description (please be specific):

REGISTRATION FEE INFORMATION

| | | |
|--------------------|---------------------|-------------|
| 10-by-10-foot area | \$60 | _____ |
| 5-by-8-foot area | \$40 | _____ |
| Electrical Plug* | \$5 | _____ |
| Number of chairs | No Charge (up to 2) | XX _____ |
| TOTAL FEE | | \$ _____ |

If you would prefer not to have tables or chairs in your booth, please indicate:

*Vendor must supply extension cord. Plug for limited electrical use.

Completed contract with check (or via PayPal) no later than Friday, Oct. 6, 2017; make checks payable to WPC.

Contact **wpcfwdgiftmarket@gmail.com** to request PayPal details.

Mail contract to: Westminster Presbyterian Church
Attn: Holiday Gift Market Chair
7001 Trail Lake Dr., Fort Worth, Texas 76133

(for those using PayPal, forms may be scanned/emailed to wpcfwdgiftmarket@gmail.com)

WPC 2017 HOLIDAY GIFT MARKET VENDOR COMMITMENT

As a vendor in the Nov. 11, 2017, WPC Holiday Gift Market, I agree to the following:

1. To pay by **Oct. 6, 2017**, the fee applicable to the space and any extras that I have requested. I understand that this fee is not refundable (unless the Holiday Gift Market is canceled by WPC). Should we run out of booths before we receive your application and check, your check will be returned.
2. To set up merchandise as early as 7 a.m. and no later than 8:30 a.m. on Sat., Nov. 11, 2017, at WPC, 7001 Trail Lake Dr., Fort Worth, TX 76133 and to return merchandise area to same condition.
3. To have someone at my merchandise booth area at all times during the Holiday Gift Market (9 a.m. to 3 p.m.)
4. If I elect to purchase electricity, I understand that I must supply a surge protector-type extension cord, and that the electricity provided is for limited use, i.e., lamp or one small appliance. Should circuit breakers be overloaded with my electrical use, I agree to reduce or eliminate my electricity use for the safety of others.
5. To donate merchandise or a gift certificate from my goods/services valued at \$20 for the purpose of a "chance to win" opportunity for shoppers.
6. To assume full responsibility for transactions occurring between me, as vendor, and the buyer. WPC makes no warranties or representations with respect to collection of unpaid accounts, returned merchandise, or collection and payment of state sales tax.

I further agree and understand that I, as a vendor, release WPC from any and all responsibility of liability of any kind for any loss, injury or damage of any kind to the vendor or vendor's property or merchandise. All expenses of transporting, packing, unpacking and insuring vendor's property or merchandise shall be the sole responsibility of the vendor. WPC may cancel the Holiday Gift Market and/or vendor's area at any time at its sole option. The only liability that WPC has to the vendor in the event of such cancellation shall be the refund of all fees paid by the vendor, which were received by WPC prior to such cancellation.

WPC shall not be responsible for the loss of goods, merchandise, displays or other materials resulting from fire, flood, theft, vandalism, acts of nature or any other cause. Vendors are hereby advised that WPC will not carry insurance to cover damage or loss sustained by vendors, their personnel and/or guests.

This contract is not assumable in whole or part. Only the signature party can use the space referred to in this agreement.

I DO HEREBY ACKNOWLEDGE AND ACCEPT THE ABOVE CONDITIONS AND RESPONSIBILITIES FOR UTILIZATION OF THE ABOVE MENTIONED WPC FACILITY.

Vendor Signature

Date

Please send a check payable to WPC (or make PayPal payment) along with this signed/dated contract no later than FRIDAY, OCT. 6, 2017 to:

Westminster Presbyterian Church
7001 Trail Lake Dr.
Fort Worth, TX 76133
Attn: Holiday Gift Market Chair

(for those using PayPal, forms may be scanned/emailed to wpcfmgiftmarket@gmail.com)