



## Farmers Branch Craft Fair 2019 Rules & Information

Saturday, October 19

9 am – 4 pm

*KEEP THIS FOR YOUR RECORDS*

### Vendor Rules & Regulations

1. The Farmers Branch Craft Fair is open to adults, 50 years of age or older, to sell their **handmade** craft items. **The person that is named on the application must be present to sell their items.**
2. All craft items for sale must be **noncommercial, handmade** and **sold** by senior adults 50 and older. No manufactured items will be allowed. (ie: premade sweater, shirt or hat with decals)
3. All sale items must be in good taste and not obscene, dangerous or illegal.
4. All sales must be done within your booth space – no roaming arts and craft sales will be allowed.
5. Vendors may keep all proceeds from their booth and are responsible for paying all applicable Texas State Sales Taxes or any other taxes and fees of any nature and description arising out of or in any manner connected with the sale of its product.
6. Vendors may accept any form of payment and are responsible for providing change for their booth.
7. Raffle ticket sales are not permitted.

### In-Person Vendor Registration Schedule (held at The Branch Connection – formally known as the Senior Center)

1. Farmers Branch Residents ONLY: Thursday, July 11 – July 24
2. Open Registration: Thursday, July 25, starting at 8 am and will continue until all spaces are sold.
3. *Mailed registration applications will be processed AFTER In-Person Registration. It is highly recommended to register in-person for a better chance to be a vendor in the Craft Fair.*

### Fee

1. Resident: \$15 per 6' table/space; Nonresident: \$25 (2 table/space maximum or 12' total)
2. Checks made out to: The City of Farmers Branch; Registration fee is non-refundable after October 11.
3. Spaces cannot be transferred or sold to another crafter. Notify The Branch Connection if you need to cancel.

### Vendor Space

1. You can reserve one or two - 6' x 30" tables. The limit is two - 6' tables or 12' total (to include table, spaces or combination.) All tables and chairs are provided by The Branch Connection. If you need special arrangements for your booth, please discuss this with the Event Coordinator.
2. An inspection of your area will be done prior to the start of the Craft Fair. If you exceed your predetermined space requirements, you will be asked to alter or remove items that exceed this space.
3. If you want to be located next to another person's booth, be sure to write the specific request on the application. We will try to honor your request, but cannot guarantee it.
4. If you are selling homemade food, you must comply with City Health Department standards and are required to complete permit paperwork, at no charge, for the City to review and approve. Permit must be on hand at your booth.

### Craft Fair Set Up/Tear Down

1. Set up for the Craft Fair is between 7 am - 8:45 am on October 19. Must be ready for business by 9 am.
2. Volunteers will assist you with the unloading and loading of your car and will transport your items to and from your assigned booth. The City is not responsible for any damages.
3. You will be responsible for setting up your own booth or bring someone to assist you. Our Volunteers cannot help set up your booth.
4. Tear down time will begin at the conclusion of the Craft Fair - no sooner than 4 pm. Vendors who leave early, will be subject to losing their space for next year's Craft Fair.

### Miscellaneous

1. Concessions will be available for purchase. You are welcome to bring your lunch.

To reserve space, complete application and return it in-person, according to the above registration schedule:

Farmers Branch Craft Fair  
14055 Dennis Lane  
Farmers Branch, TX 75234

Questions? Please call Linda Klark at (972) 919-8742 or [linda.klark@farmersbranchtx.gov](mailto:linda.klark@farmersbranchtx.gov)



**Farmers Branch Craft Fair**  
**Vendor Application**  
 Saturday, October 19, 2019  
 9 am – 4 pm

Office use only	
_____ Tables	_____ Spaces
_____ Chairs	_____ Room
Final Call Date _____	
By _____ Staff Initials _____	

**Information:**

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Check the categories that best describe your work (if more than one, number in order of significance)

_____ Artwork	_____ Bath & Body	_____ Clothing & Access.	_____ Fiber Art
_____ Floral	_____ Food	_____ For Children	_____ Gifts
_____ Glass	_____ Home Décor	_____ Jewelry	_____ Metal
_____ Miscellaneous	_____ Paper Art	_____ Photography	_____ Pottery
_____ Sculpture	_____ Seasonal Décor	_____ Wood Working	_____ Yard Art

Give a brief description of your handmade work \_\_\_\_\_

Do you have any special requests or needs? \_\_\_\_\_

**Booth Requests: 2 TABLE LIMIT** *Tables and chairs are provided by The Branch Connection.*

\_\_\_\_\_ Number of 6' Tables    \_\_\_\_\_ Number of Chairs    \_\_\_\_\_ Number of 6' Spaces instead of Tables

**Fee:** Resident: \$15 per Table \_\_\_\_\_ Non Resident: \$25 per Table \_\_\_\_\_

**Payment:** \_\_\_\_\_ Cash    \_\_\_\_\_ Check #    \_\_\_\_\_ Credit Card

*Payable to the City of Farmers Branch*

*Registration is NON-REFUNDABLE after October 11, 2019*

Electrical outlet needed: Yes \_\_\_\_\_ No \_\_\_\_\_ Request to sell food items: Yes \_\_\_\_\_ No \_\_\_\_\_

Type of Food Items \_\_\_\_\_

\_\_\_\_\_ Health Permit Request Form \_\_\_\_\_ Given \_\_\_\_\_ Approved

I am at least 50 years of age and understand that I can only sell handmade craft items made by senior citizens at the Farmers Branch Craft fair.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Questions? Linda Klark at 972-919-8742 or [linda.klark@farmersbranchtx.gov](mailto:linda.klark@farmersbranchtx.gov)