

# **2016 Annual Bazaar**

## **St. Mary's Catholic Church – La Porte**

### **Vendor Contract Agreement**

Thank you for your interest in participating in the St. Mary's 2016 Annual Bazaar. Proceeds from this event will benefit St. Mary's Church as it seeks to expand its message to the public. This event is open to the entire community.

#### **Dates and Times:**

St. Mary's Annual Bazaar will be held on Sunday, October 2, 2016 from 11:00 a.m. to 6:00 p.m. on the church grounds at 816 Park Drive, La Porte TX 77571. Vendors may begin checking in and setting up on the day of the Bazaar beginning at 9 a.m. Vendors must be set up and manned no later than 10:30 a.m. on Sunday. Vendors may not start to break down their areas until 6:00 p.m. Sunday.

#### **Advertising**

St. Mary's weekly bulletin and website, flyers posted in multiple community businesses, various Houston radio stations, The Bay Area Observer, Around La Porte, and word of mouth assist in making this bazaar as successful as possible each year.

#### **Donations:**

We encourage each vendor to provide one item at no charge to St. Mary's for our silent auction. Please bring this item with you at check-in along with your business card or contact information. When displaying your item for silent auction, it will be clearly marked with your business name. This is a great way to promote your booth during our Bazaar.

#### **Vendor Information:**

1. Space fee is \$50.00 Vendors will use their own tables and chairs. A 10 X 10 foot space will be made available for each vendor. Booths are first come, first serve basis. Early registration is encouraged. An effort will be made to separate vendors selling similar products. All assigned areas are final and no changes will be made during the set-up process for any reason.
2. All vendors are expected to provide St. Mary's with a Sales Tax ID number (Enter Tax ID number on registration application)
3. Vendors are solely responsible for collecting and remitting, as required by law, all state sales tax.

4. Vendors must keep the aisles free of merchandise and will be limited to the space provided.
5. Vendors will be responsible for their own cash box and receipts.
6. After unloading merchandise, vendors are to move their vehicles to accommodate customers as parking is limited.
7. Vendors selling food or beverage items will not be permitted due to food service already being provided by the St. Mary's staff and volunteers. This includes all food stations as well as the Cake Walk and Sweet Shop.
8. Cancellation notices must be received no later than Wednesday, September 21, 2016. **No refunds for Rainouts.**

**Deadlines and Payment Information:**

Registration forms must be signed and returned, along with payment in full, no later than Wednesday, September 14, 2016. Please make checks payable to St. Mary's Catholic Church and mail to St. Mary's Church, 816 Park Drive, La Porte, TX 77571. Reservations will be confirmed by email. A \$25.00 fee will be collected for any checks returned due to insufficient funds.

**\*\*Please Note: Fees are non-refundable\*\***

**Disclaimers:**

St. Mary's Church will not be responsible for any lost or stolen merchandise, property or money. St. Mary's Catholic Church, its staff and members cannot be held liable in case of any accident or injury to the Exhibitor and/or Exhibitor's guests that may occur during set up, the actual Bazaar, and the breakdown of the bazaar.

**Contacts:**

If you have any questions or need additional information, please contact St. Mary's Catholic Church by email at [stmaryslpcc@sbcglobal.net](mailto:stmaryslpcc@sbcglobal.net) or call the St. Mary's Parish Office at 281-471-2000.

# 2016 Annual Bazaar

## St. Mary's Catholic Church – La Porte

Sunday, October 2, 2016 11a.m. – 6p.m.  
816 Park Drive, La Porte, TX 77571

### Vendor Registration Application

Registration begins 8/1/2016, Deadline 9/14/2016

**Please Print Clearly**

\_\_\_\_\_  
Name Phone Business/Tax ID

\_\_\_\_\_  
Address City State/Zip

\_\_\_\_\_  
Email Address Business Name

I am a:  Crafter  Organization  Direct Sales Distributor

Please provide a brief description of what you will be selling/advertising:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I need (enter quantity) \_\_\_\_\_ space(s) @ \$50.00 per space

Please make checks payable to **St. Mary's Catholic Church**

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

**Reservations will not be accepted without signature. Your signature indicates acceptance of the Vendor Contract Agreement.**

Mail completed registration application WITH check or money order to: **St. Mary's Catholic Church, 816 Park Drive, La Porte TX 77571**

Office Use Only: Date Rec'd \_\_\_\_\_ Payment \_\_\_\_\_ Check Number \_\_\_\_\_