

Call to Artists, Makers & Merchants

The Women's Group at Holy Spirit Episcopal Church is delighted about your interest to exhibit and sell your hand-crafted items and designs at our 3rd Annual Fall Bazaar, Saturday, November 17th, 10a - 4p. You will reach customers from across Hays, Blanco and Western Travis counties. This year we're offering an optional set-up time and Mixer on Friday night expressly for Marketplace participants and organizers to catch their breath and get better acquainted. ☺

Please note that 'merchants' listed below include all artists, makers and merchants.

Merchant Information

Schedule:

Friday, November 16th

Merchant Set-up: 5:00pm - 7:30pm

Merchant Mixer: 6:30pm - 7:30pm

Saturday, November 17th

Merchant Set-up: 8:00am - 10:00am

Open for Business: 10:00am - 4:00pm

Merchant Take-down: 4:00pm - 6:00pm



Publicity Plan

*We're promoting early to a wider geographic area

- Press Release to area media outlets
- Post on Holy Spirit Episcopal Church & School's website and Facebook page
- Print and digital postcards available to merchants
- Postcards strategically placed throughout our community
- Coverage in area newsletters, newspapers and social media outlets

Booths

- Indoor and outdoor spaces for booths are 10'x 10'
- Electricity is available for indoor booths only
- Merchants who wish to share a booth must each complete their own Agreement & Registration
- Booth spaces are reserved after receiving payment via cash or check
- **Merchants must furnish their own tables and displays**
- All tables must be skirted to secure personal items and to conceal boxes, inventory, etc.
- Folding chairs are available upon request at no additional cost ☺
- **Contact Debi Miller dvlala1@gmail.com or Marilyn Flanegan msflanegan@gmail.com for more info**

Parking

- Merchants may temporarily park in labeled 'Off-Loading and On-Loading Only' areas by the Main Building, Parish Hall and School. As soon as possible, please relocate your vehicle to our parking lot. Attendants will be onsite to guide you.

Additional Info:

- Merchants will have complementary WiFi in Parish Hall
- Please know that inventory with nudes as subjects, artfully composed or otherwise, may not be displayed
- **Merchants must collect and file sales tax, as required by law, with the Texas State Comptroller's office. If you do not have a Texas Sales and Use Tax Permit, contact your county clerk and follow-up with the Texas State Comptroller, toll free: 800.252.5555 or in Austin: 512.463.4600.**

Registration

Register early through October 20th and be included in 'shout outs' about the event! Registration closes November 3rd. **Please mail completed Registration, signed Merchant Agreement and your booth fee (checks payable to Holy Spirit Episcopal Church & School) to:**

**Marilyn Flanegan
POB 1587
Dripping Springs, TX 78620**

Name _____

Business Name _____

Website _____

Phone _____ Email Address _____

Mailing Address:

Street _____

City _____ State _____ Zip _____

Booth Preference:

- 10'x 10' Indoor.....\$50
- 10'x 10' Indoor with Electricity...\$60
- 10'x 10' Outdoor.....\$45

Please give a description of items to be sold and attach a photo or website link of displayed merchandise:

Emergency Contact Information

Name _____ Relationship _____

Phone _____ Email Address _____

Does merchant have any known food or medication allergies? _____

Merchant Agreement

I agree that I have read and will abide by the 3rd Annual Fall Bazaar Merchant Information and have completed the Registration with current and correct information. I waive all liability of loss, damaged and stolen merchandise through my participation in this event.

Signature _____ Date _____