



# CLAY ROAD

BAPTIST CHURCH

July 5, 2010

Dear Crafter/Vendor,

You are invited to participate in the *Clay Road Baptist Church Annual Craft Sale*. This year's sale will be **Saturday, October 9** from **9:00 a.m. until 4:00 p.m.** We hope that you will join us in making this the best craft sale to date.

Our goal for the Craft Sales is two-fold: 1) To make it a profitable day for you as a vendor and 2) To provide an opportunity for the community to become acquainted with Clay Road Baptist Church.

A registration form and the Craft Sale guidelines are enclosed. Please complete and return the registration form along with your fees as soon as possible. Booths will be assigned on a first-come basis. **The final registration deadline is October 1<sup>st</sup>.** Please read carefully the Craft Sale guidelines. If you have any questions regarding the guidelines or any other aspect of the Sale, you may e-mail the committee member listed below or call the church office (713-462-3401) with your name and phone number and one of the members will return your call. Also, please consider donating a door prize from your booth.

Finally, a flyer about the Sale is also enclosed. Feel free to make copies and share with friends, family, and local businesses in order to promote this event.

We appreciate your interest in the CRBC Annual Craft Sale and look forward to seeing you there!

In Christ's Love,  
CRBC Craft Sale Committee

**CRBC Craft Sale Committee Contact:**  
Linda McKinnon  
lindamck@swbell.net



## CRAFT SALE 2010 GUIDELINES

1. Set up time will be 7:00 a.m. - 8:45 a.m. the day of the sale. No one, excepting Craft Sale Committee members, will be allowed to set-up prior to this time. No one will be allowed to set up after 9:00 a.m. the day of the sale.
2. Inside vendors that do not check-in by 8:30 a.m. the day of the sale and that can not be contacted at their Emergency Contact # will forfeit their booth. Forfeited booths will be reassigned to Outside vendors in the order that the Outside vendors registered.
3. All vendors will be responsible for their own tables, racks, partitions, and booth construction. No nails, staples, tacks, or tape may be used on the walls. If needed, tables may be reserved at time of registration for a fee of \$5.00 each. (Table fee does not apply to members of Clay Road Baptist Church.) Two chairs per booth will be made available upon request at no extra charge.
4. All vendors will be responsible for their own cash and change.
5. Concessions and drinks will be sold at the sale. Clay Road Baptist Church reserves the sole right to sell homemade baked goods and other food for consumption on the premises.
6. The registration process is complete when the committee receives all of the following:
  - Completed registration form
  - Space rental fee (Make checks payable to *Clay Road Baptist Church*)
  - Table rental fee (if needed)

All forms and fees should be mailed to:      CRBC Craft Sale Committee  
9151 Clay Road  
Houston, TX 77080

Please note:

- Incomplete applications will not be accepted and will be returned to vendor.
  - Registration cut-off is October 1, 2010.
  - A confirmation letter will be mailed to you upon acceptance of your completed registration and payment.
7. Cancellation requests must be received by October 1, 2010 if requesting a refund. No refunds will be granted due to inclement weather on the day of the event.
  8. Vendors are responsible for break down and clean up of their booth space and the surrounding area. Vendors are requested to not pack up before 4:00 p.m. All booths must be down and the booth area cleaned up by 5:30 p.m.
  9. Clay Road Baptist Church Craft Sale Committee reserves the right to request vendors to remove items from their booth, if the items were not listed on their Registration Form and are in direct competition with a neighboring booth.
  10. Clay Road Baptist Church Craft Sale Committee reserves the right to limit the number of booths selling primarily one type of item.
  11. Vendors may not wear costumes or sell items that are inappropriate for a church activity (i.e. witch, vampire, alcoholic bottles/cans, etc.).
  12. Smoking, alcoholic beverages, pets, and glass drinking containers will not be permitted on the premises.



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BAPTIST CHURCH

**CRAFT SALE REGISTRATION FORM**  
October 9, 2010 9:00 a.m. – 4:00 p.m.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact # for day of the sale\*: \_\_\_\_\_

\*This is the # at which we can reach you, if you don't make the check-in deadline.

**Fees: SINGLE BOOTH**

<i>Quantity</i>	<i>Item</i>	<i>Total Amount</i>
_____	<b>Clay Road members</b>	\$ _____
_____	\$20 inside gym (8'x10')	
_____	\$20 outside (no rain refunds)	
_____	<b>Non-Clay Road members</b>	\$ _____
_____	\$35 inside gym (8'x10')	
_____	\$25 outside (no rain refunds)	
_____	<b># of Table(s) Requested</b>	\$ _____
	Limited availability at \$5.00 each	
	(Fee does not apply to Clay Rd. members)	
_____	<b>Chairs</b>	
	2 per booth @ no charge	
	<b>Total fees paid:</b>	\$ _____

List of all types of items to be sold: \_\_\_\_\_

(Use the back of this form if needed)

Special Needs/Requests (if any): \_\_\_\_\_

I understand and acknowledge by my signature below all rules and conditions as are defined in the 2010 CRBC Craft Sale Guidelines.

\_\_\_\_\_  
Participant's Signature

IN-HOUSE USE ONLY	
Check #	_____
Amount\$	_____
Sent confirmation	_____