



## Farmers Branch Craft Fair 2020 Rules & Information

Saturday, October 17

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.

### Vendor Registration Schedule

**Due to the Corona virus, there will be NO IN PERSON REGISTRATION. Mail your application and check to The Branch Connection Craft Fair, 14055 Dennis Lane, Farmers Branch, TX 75234**

1. Farmers Branch Resident Registration ONLY: Thursday, July 9 – July 21. Mail in your application with a check (see above address) Staff will call to confirm details by July 22.
2. Open Registration: Mail in your completed application with a check by July 22. (see above address)
3. Starting at 8 am, July 23, call 972-919-8740 and staff will take phone calls on a first-call, first-serve basis. If we have your application and payment, staff will verify and process your payment at the time of your call.

### 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 9.
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 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 17. 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 with a check, according to the above registration schedule:

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

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



**Farmers Branch Craft Fair**  
**Vendor Application**  
 Saturday, October 17, 2020  
 9 am – 4 pm

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

**NOTE: ALL APPLICATIONS ARE TO BE MAILED WITH CHECK, NO IN-PERSON REGISTRATION . SEE INFO SHEET**

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 OR \_\_\_\_\_ Number of 6' Spaces instead of Table \_\_\_\_\_ Number of Chairs

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

**Payment:** \_\_\_\_\_ Check # \_\_\_\_\_ *Payable to the City of Farmers Branch*

*Registration is NON-REFUNDABLE after October 9*

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 \_\_\_\_\_

**Mail Application and Check to The Branch Connection, 14055 Dennis Lane, Farmers Branch, TX, 75234**

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