

Dear Vendor,

First of all, we want to say 'Thank You' to those vendors that attended our 2018 Home for the Holidays Gift Festival, especially those that responded to our vendor survey. We have taken your comments seriously and are making some changes in response to your input. The 2019 Home for the Holidays Gift Festival will be our 10th annual shopping event and by including changes you suggested it promises to be the best yet. Below is a summary of the 2019 Home for the Holidays Gift Festival.

Event Dates – The event will still be the second weekend of November, Friday and Saturday, November 8th and 9th.

Event Times – In response to requests for extended hours the event will run the following hours:

Friday, November 8th, 1:00 p.m. until 9:00 p.m.

Saturday, November 9th, 9:00 a.m. until 5:00 p.m.

Sip N Shop – Since both shoppers and vendors indicated our first Sip N Shop in 2018 was a success we will continue it in 2019. For 2019 the Sip N Shop portion of the event will again be Friday evening but will run from 5:00 p.m. until close at 9:00 p.m. During this time local wine producers will be having wine tastings and will make wine by the glass available for shoppers (and vendors) to enjoy and help them get into the holiday spirit as they browse the booths and begin their Christmas shopping.

Booth Services – For 2019 each booth will be provided a table and a chair at no additional cost and the base booth fees will remain unchanged from 2018 (see enclosed application). Additional tables and chairs will still be available for rental. In addition, electricity will also have it provided at no additional cost, but the need for electricity must be indicated in advance on the booth application.

Also enclosed is the 2019 Home for the Holidays application. We hope you will complete and return it, along with the required payment, and become part of this holiday event. Please note that applications without payment will not be processed.

Levelland Rotary Clubs

2019 Home for the Holidays

10TH ANNUAL EVENT

Friday, November 8, 2019, 1:00 p.m. to 9:00 p.m.
 Saturday, November 9, 2019, 9:00 a.m. to 5:00 p.m.

VENDOR APPLICATION

Please type or print clearly.

Business Name: _____ Contact Name: _____
 (As it is to appear on booth sign)

Address: _____ City: _____ State: _____ Zip: _____

Business Phone Number: _____ Cell Number: _____

Email Address: _____

Please circle category that best describes your merchandise or services:

- | | | | |
|-----------------|---------------|--------------------|-----------------------|
| Arts & Antiques | Crafts | Home Décor & Gifts | Clothing |
| Bath & Beauty | Jewelry | Entertainment | Fashion & Accessories |
| Food & Gourmet | Lawn & Garden | Toys | Seasonal |

Other: _____

Booth Fees

Booth Size: 10' x 10' - \$125 _____ 10' x 20' - \$225 _____ 10' x 30' - \$300 _____ \$ _____

Booth Preferences: Outer Wall _____ Aisle _____ Corner* _____ \$ _____

Additional Booth Services: Will electricity be needed? Yes No

Wi-fi Internet - \$25 _____ \$ _____

Additional tables - \$10 each # _____ \$ _____

Additional chairs - \$5 each # _____ \$ _____

Total Amount Due: _____ \$ _____

Payable by cash, check, or money order to the Rotary Arts and Crafts Festival.

Vendor Signature: _____ Date: _____

This application must be signed by a duly authorized agent of the vendor and must be accompanied by the required payments for booth, internet and tables (if applicable). If cancellation is necessary, notify the Festival Chair before October 23, 2019 to receive a refund, less a \$25 cancellation fee. No refunds after October 23, 2019. By executing this application, the vendor hereby releases and forever discharges the Levelland Noon Rotary Club and the Levelland Breakfast Rotary Club, its officers and members, and assigns from any responsibility, personal liability, loss, claims or damages arising from or in connection to the Home for the Holidays Arts and Crafts Festival. The vendor acknowledges that they are responsible for the safety of all displays, booth merchandise and vehicles. The vendor is responsible for collecting and remitting all required state and local sales tax pertaining to their sales.

Return completed application and payment by October 23, 2019 to:
 Rotary Arts and Crafts Festival -- P.O. Box 561 -- Levelland, TX 79336 -- Rick Osburn -- 806-470-7801

*Limited corner spaces will be awarded on a first paid basis