

UPDATED: November 1, 2017

MEMORANDUM

TO: Local Business Owner

SUBJECT: Coryell 4-H Christmas Classic & Holiday Market

FROM: Liz Espie
County Extension Agent
Family & Consumer Sciences
Coryell County



Coryell County 4-H would like to invite you to be a part of our second annual Coryell 4-H Christmas Classic Jackpot Show & Holiday Market. This event will be held Saturday, December 16th from 10:00 AM – 4:00 PM at the Gatesville Civic Center located at 301 Veterans Memorial Loop in Gatesville, Texas.

Our goal is to make this an annual community wide Christmas Shopping event to promote our local businesses and we would love to have your participation!

Exhibitor Information:

We are seeking exhibitors that can provide a fun Christmas shopping experience for our participants from across the state as well as the general public.

Fees: \$50 per booth

Exhibitor set-up will be Friday, December 15 from 3:00 PM – 6:00PM.

Last chance setup will be held on Saturday, December 16 from 7:00 AM – 9:00 AM

Hours of Operation on December 16 will be from 10:00 AM – 4:00 PM. No early take down.

Exhibitor space will include an approximately 14'x14' space. Electricity is available on a limited basis and table covering and booth signage will NOT be provided. To ensure our businesses receive an equal opportunity to participate no duplicate direct sales companies will be accepted. Booths will be sold on a first come basis.

Sponsorship Information:

Sponsorship is needed to assist with general management fees that will be incurred. Sponsors will be recognized through advertising fliers, door prizes, and throughout the event.

Sponsorships are available at the following levels and will receive a complimentary exhibitor space as available upon request:

Gold - \$500

Silver- \$400

Bronze -\$200

Friendship - \$100

We are looking forward to this wonderful community wide event and receiving your applications! For your convenience, guidelines and application forms are enclosed. For more information, please feel free to contact our office at 254-865-2414.

We ask that each vendor provide at least one (1) item to be used for door prizes that will be given to the public throughout the day.



Coryell 4-H CHRISTMAS Classic & Holiday Market!!



Exhibitor Space / Sponsor Application

Company Name: _____

Contact Person: _____

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

Phone: _____ Cell: _____

Email Address: _____

Type of Merchandise to be sold: _____

Exhibitor spaces are available in approx. 14x14 size. Cost of spaces will be \$50. Electricity is available on a limited basis and table covering and booth signage will NOT be provided. Sponsorship is needed to assist with general management fees that will be incurred. Sponsors will be recognized through advertising fliers, door prizes, and signage throughout the event. Sponsorships are available at the following levels and will receive a complimentary exhibitor space as available upon request. (requested booth space must be indicated on the form below) *No merchandise deemed obscene by management will be allowed.*

My business will participate in the Holiday Market as a:

_____ Vendor ONLY Electricity Requested? YES NO

_____ Sponsor ONLY and will be sponsoring at the following level

_____ Vendor AND Sponsor and will be sponsoring at the following level

_____ \$500 Gold _____ \$400 Silver _____ \$200 Bronze _____ \$100 Friendship



Please return application form and payment to:
Coryell County 4-H | PO Box 149 | Gatesville, TX 76528 | 254.865.2414

****EXHIBITOR SPACES ARE SOLD ON A FIRST COME BASIS****

Guidelines

Please return application form and payment to:

**Coryell County 4-H
PO Box 149
Gatesville, TX 76528**

2017 Coryell 4-H Christmas Classic & Holiday Market Commercial Exhibitor Space Guidelines

1. INDOOR BOOTH SPACE (heat/air conditioned): Commercial Booths may be set up inside the Civic Center on Friday, December 15 from 3:00 PM - 6:00 PM. Late set-up will be Saturday, December 16th from 7:00 AM - 9:00 AM. Booths must be kept attractive and fit in space designated on the application.

No merchandise deemed obscene by management will be allowed

Hours of operation will be Saturday, December 16th from 10:00 AM - 4:00 PM. All booths must be open during these hours. **Times are subject to change.**

2. REFUNDS: No refunds will be given after application is received.
3. The Coryell 4-H Christmas Classic/Coryell County 4-H will not be liable for loss or damage caused by fire, theft, or vandalism.
4. SOUND DEVICES: No sound systems or broadcasting devices of any kind may be used without the approval of the Fair management.
5. **Compliance with laws-lessee, his agents, employees or assignees shall comply with all rules, regulations and requirements of the Health Department, Fire Marshall, or any governmental entity having jurisdiction over the premises.**

6. MOVE OUT IS NOT ALLOWED UNTIL

4:05 PM ON December 16, 2017.

NO EXCEPTIONS

By signature and payment in full for exhibit space, exhibitor agrees to be bound by the terms and conditions set forth by the above guidelines. Vendors are responsible for keeping their area clean and neat. All vendors are responsible for complying with Texas sales tax laws.

Printed Name of lessee: _____

Signature of lessee: _____ Date: _____

We ask that each vendor provide at least one (1) item to be used for door prizes that will be given to the public throughout the day.