

August 25, 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: Small - \$50 per booth Large - \$75 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 7'x7' or 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 two sizes, Small (approx.. 7x7) and Large (approx. 14x14). Cost of spaces will be \$50 for small and \$75 for large. 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

1 table & 2 chairs will be provided per booth space.



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.*