

October 22, 2020

MEMORANDUM

TO: Local Business Owner

SUBJECT: Coryell 4-H Christmas Classic & Holiday Market

FROM: Donna Schwausch  
County Extension Agent  
Family & Community Health  
Coryell County

Coryell County 4-H would like to invite you to be a part of our annual Coryell 4-H Christmas Classic Jackpot Show & Holiday Market. This year's event will be a two-day event held on Saturday, December 6th and Sunday, December 7th from 10:00 AM – 4:00 PM at the Gatesville Civic Center located at 301 Veterans Memorial Loop in Gatesville, Texas.

**Vendor Information:**

We are seeking vendors who can provide a fun Christmas shopping experience for our participants from across the state, as well as the local public.

**Fees: \$50 per booth**

Vendor set-up will be Friday, December 4th from 3:00 PM – 6:00PM.

Last chance setup will be held on Saturday, December 5th from 7:00 AM – 9:00 AM

Hours of operation: Saturday, December 5th and Sunday, December 6th (10:00 AM – 4:00 PM).

**No early take down.**

Vendor space will include an approximately 12'x12' space. Electricity is available on a limited basis. Table covering and booth signage will NOT be provided. To ensure our businesses receive an equal opportunity to participate, no duplicate direct sales companies (i.e. Scentsy, LuLaRoe, ThirtyOne, etc.) 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 Vendor space (as available) upon request:

Platinum - \$750

Gold- \$500

Silver -\$400

Bronze - \$200

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.

*Each vendor is asked to 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

# HOLIDAY ★ Market



## Vendor Space Application

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Type of Merchandise to be sold: \_\_\_\_\_

Vendor spaces are available in approximately 12x12 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 door prizes, and signage throughout the event. Sponsorships are available at the following levels and may receive one (1) complimentary booth space IF available: Platinum: \$750 Gold: \$500 Silver: \$400 Bronze: \$200  
***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  
\_\_\_\_\_ Vendor AND Sponsor and will be submitting a sponsorship in the amount of \$ \_\_\_\_\_

**PAYMENT OPTIONS** (please check one):

Check or Money Order Enclosed       Please email invoice for credit card payment  
\$2.00 processing fee for Online payment

Please return application form and payment to:  
Coryell County 4-H | 303 Veterans Memorial Loop | Gatesville, TX 76528

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

# Vendor Space Guidelines

Please return application form and payment to:

**Coryell County 4-H  
303 Veterans Memorial Loop  
Gatesville, TX 76528**

## **2020 Coryell 4-H Holiday Market Commercial Vendor Space Guidelines**

1. **INDOOR BOOTH SPACE** (heat/air conditioned): Commercial Booths may be set up inside the Civic Center on Friday, December 4th from 3:00 PM - 6:00 PM. Late set-up will be Saturday, December 5th from 7:00 AM - 9:00 AM. Booths must be kept attractive and fit in space designated.

**No merchandise deemed obscene by management will be allowed. No political or advertising booths will be accepted.**

Hours of operation will be Saturday, December 5th and Sunday, December 6th from 10:00 AM - 4:00 PM. **All booths must be open both days during these hours. Times are subject to change.**

2. **REFUNDS:** No refunds will be given after application is received.
3. The Coryell 4-H Holiday Market/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 event 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 6, 2020.**

**NO EXCEPTIONS**

*Each vendor is asked to provide at least one (1) item to be used for door prizes that will be given to the public throughout the day.*

By signature and payment in full for vendor space, vendor 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: \_\_\_\_\_