



# VENDOR APPLICATION

SATURDAY, OCTOBER 14, 2023  
10:00 A.M. — 10:00 P.M.

MARY IMMACULATE CHURCH  
2800 VALWOOD PKWY  
FARMERS BRANCH, TX 75234  
(972) 243-7104

#	Vendor options	Price	Quantity	Total
	Outside Vendor Space (approx. 10' X 10')	\$125/space		

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

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

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Website: \_\_\_\_\_

**Detailed description of your product or services:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please submit your form with signed vendor rules via email or at the church office c/o Fall Festival Vendor by Sept 1, 2023. Applications will be reviewed in the order received. Applicants will be notified via email of their status. Accepted vendors must make payment either electronically or at the church office within 2 business days of acceptance email.

For additional information please contact [festivalvendor@maryimmaculatechurch.org](mailto:festivalvendor@maryimmaculatechurch.org).

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## VENDOR RULES:

Please read the following rules and guidelines thoroughly. Each vendor will be expected to comply with the following. Failure to comply with the agreed upon guidelines will result in revocation of vendor space.

### Set up and Take Down:

- Vendors may arrive beginning at 8:00 a.m. on Sat., October 1st. Vendors should allow enough time to be completely set up by 9:30 a.m.
- The Vendor Spaces will be allocated on a first come first served basis.
- Drive-in for drop-off and set-up will not be permitted after 9:30 a.m. After this time, vendors will have to walk their materials in from parking areas that will be remote from the festival area.
- After 9:30 a.m., there will be no cars allowed to park in the Mary Immaculate parking lot. This includes vendor's personal or professional vehicles.
- Any disruption to the festival or rude/inappropriate behavior will result in the revocation of vendor space.
- Vendors may begin take down at 8:00 p.m. and should have all material removed by 11:00 p.m. the day of the event. Vehicles will not be permitted in until after 10:00 p.m.
- No vehicles may be parked in the fire lane at any time. No booth merchandise or equipment may extend in the fire lane at any time.
- There is no vendor parking on festival grounds. Vendors must move their vehicles to alternate parking lots after unloading. All onsite festival ground parking is reserved for handicap parking only.

### Weather:

- The festival will be held rain or shine.
- The festival will be open unless there is thunder/lightning, or the weather is deemed unsafe by city or church officials.

### Vendor Space and COVID-19 expectations:

- Vendor applications will be reviewed in the order received. Once an application is approved via email, the vendor will have 2 business days to submit payment either electronically or at the church office.
- Vendors will have assigned spaces 10' X 10'. Vendors may purchase multiple spaces at the time of registration or while available. Additional spaces may not be purchased the day of the festival.
- Vendor types will be limited to one or two per category (ie: Wreaths, jewelry, etc.)
- Vendor spaces will be assigned based on first come first serve the day of the Fall Festival.
- Vendors will be responsible for providing their own tent, table and chairs. All tents, tables and display racks should fit and be located within their specified space.
- **Tents are required to be secured with weights.** No stakes shall be driven through the parking lot hard surfaces.

- No electricity is available for lighting or portable refrigeration. Vendors shall provide their own battery powered accessories.
- **Vendors will be responsible for following all State and local guidelines regarding COVID-19.**
- No illegal, obscene or dangerous items permitted (as determined by law and church staff). Vendors must maintain their booth in good taste.

**WAITLIST:**

- Vendors may register on the waitlist once all vendor spaces have been reserved. No vendors will be waitlisted while spaces are still available for purchase. Waitlist vendors will be notified of availability of space in the order received and will be allowed 24 hours to confirm purchase.

**Vendor Initials:** \_\_\_\_\_