



St. Austin Catholic Parish Holiday Fair Merchant Registration

Saturday, December 3, 2016, 3 p.m.—7 p.m.
Sunday, December 4, 2016, 8:30 a.m.—2 p.m.

Registration Deadline: November 21, 2016. **No late registrations will be accepted.**

Application Fee: \$50 for one 6 foot table or equivalent space (approx. 6'x8')
\$75 for two 6 foot tables or equivalent space (approx. 12'x8')

- There is no fee for St. Austin Catholic Parish ministries and St. Austin Catholic School organizations, but ministries and organizations must complete and return this form to be included.
- Please remit payment with form. Checks should be made payable to St. Austin Catholic Parish.
- If payment is not received by the Registration Deadline, a table will not be reserved for you.
- Any requests for additional tables/space (more than 2 tables/more than 12 linear feet of space) will be reviewed and confirmed the week of November 21, 2016. Additional tables will cost \$25 per table/space, payable by December 1, 2016.

Name of Business or Organization: _____
(include Grade if St. Austin School)

Name of Contact Person: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Please attach photos and/or provide a description of your products: _____

Tables Requested: _____ Do you need electricity? [] YES [] NO
If yes, how many devices will be plugged in? _____

- Please note that we will accommodate requests for proximity to electricity on a *first-come, first-served* basis. You will need to provide your own power strips and extension cords.
- Basic wifi access will be available to everyone at no additional charge.

Please provide any additional information or space needs that would be helpful: _____

*Please review our Merchant Guidelines and Selling Procedures on page 2 before submitting your registration!
Submitting Merchant Registration indicates that you have read and agree to our Guidelines and Procedures.*

Return Form And Remit Payment To:	Holiday Fair St. Austin Catholic Parish 2026 Guadalupe Street Austin, TX 78705	Email:	holidayfair@staustin.org
		Fax:	512-477-9430

St. Austin Catholic Parish

Holiday Fair Merchant

Guidelines and Selling Procedures

Schedule:

Saturday

- 9 a.m.-3 p.m. Merchant Check In/Load In/Set Up. All load in activity must be completed by 3 p.m. due to the parish's regular weekend activity schedule. Please plan accordingly.
- 3-7 p.m. Doors Open to the Public
- 7-8 p.m. Merchant Restock

Sunday

- 7:30-8:30 a.m. Merchant Restock
- 8:30 a.m.- 2 p.m. Doors Open to the Public
- 2-5 p.m. Merchant Load Out/Clean Up/Check Out. All load out and clean up activity must be completed by 5 p.m. due to the parish's regular weekend activity schedule. Please plan accordingly.

Space Usage:

- Only tables and folding chairs will be furnished. Please bring your own table covers, decorations, sign holders, pens, extension cords, etc. No supplies will be available from the Parish.
- Tables are 6 ft x 30 in. Two metal folding chairs will be supplied for each merchant. Extra chairs will be available upon request.
- Free-standing displays must fit within your allotted space.
- Please furnish a sign identifying yourself to attendees.
- No materials (signs, etc.) may be attached to the floor or walls of the Parish Center/Gym by any means. This includes tape, nails or screws, Command™ Hooks, etc. No exceptions will be made.
- All merchants will be responsible for cleaning their space and returning it to original condition at the end of the Holiday Fair. Trash cans and recycle bins will be provided.

Money:

- All merchants will sell their own products and handle their own money. Please come prepared to make change for customers – a bank will not be provided by the Parish.

Parking:

- During Load In, Restock and Load Out hours, merchant traffic will flow west to east under the Parish Center/Gym, from San Antonio St. to the alley, and then exit north to 21st St.
- No merchant vehicles may be parked in parishioner, visitor or priest parking spaces, on the blacktop, along the alley or any in other towing zones at any time.
- During Holiday Fair hours merchants must park vehicles in the parish parking garage at 500 W Martin Luther King Jr. Blvd. The parking garage will be free all day Saturday and Sunday. A map will be provided via email the week before the event.

Food & Drink:

- Complimentary coffee will be served to merchants on Sunday morning during Restock.
- Food and drinks will be available for purchase throughout the Holiday Fair. More info on our concession stand offerings will be provided via email the week before the event.
- The Parish Center/Gym has a water fountain.
- Outside food and drink are welcome behind your booth.
- Please keep large-sized drinks in closable containers to limit spills.
- Kitchen facilities will not be available to merchants.

Identification:

- All persons working your space must wear a name tag. If you do not have name tags for your business, we can provide generic Holiday Fair name tags.
- The merchant vehicle tag we provide at check in on Saturday must be on the front dash of your vehicle at all times while on Parish property during the Holiday Fair. Please return your vehicle tag during check out.