Spring Woods United Methodist Church

October 15th, 2011

Thank you for your interest in Spring Woods annual Fall Festival!! We are planning a wonderful day of family fun, entertainment, and shopping. We hope that you can be a part of it!!

Spring Woods UMC is located at **1711 FM 1960 West** between Ella and Kuykendahl.

We have planned an event with something for all ages including Vendor booths, Entertainment from local schools and dance groups, Pumpkin patch, Children's games, and Concessions. We are inviting crafters to join us that Saturday where we will have both indoor and outdoor booths selling homemade goods and retail items.

If you are interested in applying for booth space, please look over the information and fill out the application. To ensure the best value and location, please submit your application and fees by **September 15th**. After that date, there will be a $10 additional charge per booth.

You can send your application, payment, and pictures to:

Spring Woods UMC
Attn: Julie Evans
P.O. Box 73564
Houston, TX 77273

If you have further questions, please contact:

Julie Evans (Festival Coordinator): (281) 353-8874 or jmevans1126 @hotmail.com.

Office Use Only

Section:_____ Booth:_____ Check#_____ $Amt:_____ Received By:_____

Spring Woods United Methodist Church Fall Festival

Saturday, October 15th 9:00 a.m. - 4:00 p.m.

Application for Booth Space

Name:		
Address:		
City, State:		
Phone:	Add'l Phone:	Email:
Description & cost of items:		

Indicate Which Kind of Booth Space You Request:

☐ Outdoor booth - $40.00 ($50.00 after September 15) No Table provided.

☐ Indoor booth - $50.00 ($60.00 after September 15) Limited tables available - first come, first serve.

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Agreement

1. Applicant agrees to pay a non-refundable $50.00 inside booth fee or a $40.00 outside booth fee (payable to Spring Woods United Methodist Church). **Applications submitted after September 15, require a fee of $60.00 for an indoor booth and $50.00 for an outdoor booth.** This fee is refundable only if the application is rejected.

2. **Applicant will furnish the application, clear non-returnable photos of items to be sold and the check for the fee. This may be waived if other arrangements are agreed upon.**

3. Applicants are responsible for their own **license or tax permits** and cash, change, and sales tax.

4. Applicants shall not perform any acts or carry any practices which may injure the premises or be a nuisance or menace to others. Each booth shall kept neat and clean. Tables and chairs for booths, unless requested, are the responsibly of the applicant. Applicant agrees to abide by the rules of SWUMC and comply with all reasonable requests and directives of its authorized personnel. If the applicants has merchandise that was not pre-approved based on the photos submitted, or if the committee of SWUMC finds items in bad taste or in conflict with other items, the applicant may be asked to remove the items.

5. Applicant agrees to indemnify and save SWUMC harmless against and from any and all claims, damages, costs and expenses, including reasonable attorney's fees rising from the conduct of applicant, his/her agents, servants, employees or licenses. It is further understood that SWUMC shall not be liable for defects in products, and applicant waives all claims for damages to persons or property sustained by applicant or applicant's employees, agents, servants, invites and customers while in or about the premises.

6. Nothing contained in this Agreement shall be deemed or construed by the parties hereto or by any third party to create the relationship or principal and agents, or of partnership, or of joint venture. The invalidity or unenforceability of any provision hereof shall not affect or impair any other provisions.

Applicants Signature:_____ Date:_____

General Information

Spring Woods United Methodist Church charges a non-refundable $50.00 flat fee for indoor booths and $40.00 for outside booth space. **After September 15, the fee is $60.00 for indoor and $50.00 for outside booth space.**

Each supplicant must submit an application along with the description and prices of his/her items. Although we encourage hand crafted quality goods, we will allow vendors of various commercial products (such as Mary Kay® and Southern Living®) to participate. There will be only ONE booth representing any single company. We have limited booth spaces so they will be filled on a first-come first -served basis. Refund provided only if application is rejected. Applicants must be present in their booths during the festival.

We would appreciate 1 item from each applicants to be donated to our raffle.

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Application Form/Check Submission

Please drop off/mail your completed application and check to:
Spring Woods United Methodist Church
P.O. Box 73564
Houston, Texas 77273
Atten: Julie Evans

Please make a reference to SWUMC Fall Festival on the envelope and in the check's subject line.

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Booth Dimensions

Booth Type	and Specifications	Restrictions
Indoor Booth	6-ft. deep / 10-ft wide	1 table/2 chairs supplied **upon request** (while supply lasts)
Outdoors Booth	6-ft. deep / 10-ft wide	Must furnish **your own** table and chairs

SWUMC encourages applicants to bring their own tables and chairs for their booth space. If requested in advance, and until we run out, SWUMC will provide a 6' table and 2 chairs (indoor booths only). **Outdoor booths must furnish their own tables and chairs.** Each applicant is responsible for his/her own display materials (tablecloths, shelving, etc.) outside booths are located in the parking lot.

If your booth set-up takes up more space that indicated above, you must purchase 2 or more spaces

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Each applicant is responsible for own set-up and sales (cash, change and sales tax - if applicable).

Set-up time is Saturday 7:00 - 9:00 a.m. If you'd like to consider a Friday set-up, please contact the Festival Coordinator: ***Julie Evans at 281-353-8874 or jmevans1126@hotmail.com***

Festival sales hours are 9:00 am - 4:00 pm. Clean-up and departure must be completed by 5:00 p.m. No early breakdowns allowed.

SWUMC will provide adequate advertising such as ads in the local papers, neighborhood newsletters, church publications and signs in the local area. Applicants can also help advertise with flyers provided by SWUMC.

01-339 (Back)
(Rev. 11-95/3)

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency	
SPRING WOODS UNITED METHODIST CHURCH	
Address *(Street & number, P.O. Box or Route number)*	Phone *(Area code and number)*
1711 FM 1960 West	281-444-6468
City, State, ZIP code	
Houston, TX 77090	

I, the purchaser named above, claim an exemption from payment of sales and use taxes for the purchase of taxable items described below or on the attached order or invoice form:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

ALL

Purchaser claims this exemption for the following reason:

Texas Non-Profit Corporation

74-6064042

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser	Title	Date
sign here ▶ Beverly Jarvis	TREASURER	

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.