

# 2023 OUR LADY OF LOURDES FALL FESTIVAL

## VENDOR RULES AND POLICIES

**APPLICATION PROCESS:** Applications from vendors will be accepted on a first come, first serve basis. Spaces are limited. Vendors will be contacted when a spot is confirmed. Each vendor will have the option to donate a portion of their proceeds to Our Lady of Lourdes (O.L.L.) Church. These donations will be on a volunteer basis.

**APPLICATION DEADLINE:** Application deadline is Thursday, September 14th, 2023, by 5:00 p.m. Applications will be accepted online, by email or by mail (postmarked by deadline). Early registration will be accepted until September 8, 2023, 2:30 pm and will offer a discounted rate.

**FEES:** The normal fee for an 8 ft x 8 ft space will be \$25.00. Electricity will be provided at an additional fee of \$10 per space. You may rent more than 1 space. Fees may be paid with check, cash, or credit card and be sent by mail, delivered to the office, or you may register online through the website at [www.ollcatholicchurch.com](http://www.ollcatholicchurch.com). During the early registration period (thru 09/08/2022) the rates will be discounted to \$20/space with no electricity and \$30/space with electricity.

**REFUNDS:** After your spot is assigned, no refund will be issued. Space assignments are usually made the week prior to the event. Assignments are made by email and or phone calls by vendor coordinator. Fees will be returned if we are no longer accepting applications.

### **RULES AND POLICIES:**

1. All spaces are vehicle accessible for setup & tear down only. Vendors may set up anytime between 8:00 am and 4:30 pm on the day of the event and may tear down anytime but may not enter the area with a vehicle until after 10 pm. Absolutely no punctures or holes in concrete or asphalt parking areas will be allowed. All vendors must be ready for business no later than 5:00 pm. No late entries will be allowed unless approved by the festival committee.
2. No craft vendor vehicle or trailers will be permitted to park anywhere within the festival area. Exceptions being only a food truck with prior approval from the vendor coordinator. Vendor parking is located to the west & southeast of the festival area.
3. Vendors are responsible for their own tents, tables, chairs and displays.
4. We are a family, friendly non-profit organization-absolutely no inappropriate displays or products. Crafts, clothing, beauty products are welcome. Outside food vendors will be limited and will be with approval from the festival committee.
5. O.L.L. is not responsible for any accidents or damage to vehicles, equipment, or persons while on O.L.L. property. All vendors are responsible for compliance with all requirements of the State of Texas.
6. Vendors are responsible for leaving a clean area at closing. Vendors are responsible for leaving the spaces in the same condition or better, as when they arrived. Do not leave any garbage or refuse at your booth. At the end of day, bring garbage and rubbish to the festival dumpsters at the corner of NW 4<sup>th</sup> Avenue and NW 1<sup>st</sup> Street (west side of Pallotti Hall). Failure to do so may result in a fee and rejection of future applications.

### **VENDOR BOOTH COORDINATOR:**

Lena Snow, 940-328-5296 or by email at [lsnow@ollcatholicchurch.com](mailto:lsnow@ollcatholicchurch.com)

**\*\*Retain this page for reference. This is your copy to keep.\*\***

# 2023 O.L.L. FESTIVAL VENDOR APPLICATION

**\*\*\* Application Deadline: September 14, 2022 at 5:00 pm \*\*\***

Please enter # of spaces needed below (*early registration discount will apply if received by 09/08/2022*):

No electricity: \_\_\_\_\_ Single Space (8'x8') \$25(\$20) \_\_\_\_\_ Double space (16'x8') \$50(\$40)

With Electricity: \_\_\_\_\_ Single Space (8'x8') \$35(\$30) \_\_\_\_\_ Double Space (16'x8') \$70(\$60)

\_\_\_\_ Check here if you would like to donate a portion of my proceeds to OLL Church. (You will be contacted after the event)

- ❖ Festival Date/Time: September 16, 2023, 5:00 pm to 10:00 pm.
- ❖ There are no guarantees for a space location. The OLL Festival Committee reserves the right to change space assignments as necessary. Fees will be refunded if spots are no longer available.
- ❖ The OLL Festival Committee reserves the right to reject any application.
- ❖ No refunds will be issued once spot is confirmed and assigned.
- ❖ No refunds will be issued due to inclement weather.

Please list the items you plan to sell:

---

---

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

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

I have read and agree to the vendor rules and policies of the 2023 OLL Fall Festival (see prior page).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment enclosed:  Check# \_\_\_\_\_  Cash OR  Credit card

**\*\*\*\*Returned checks will negate the above registration\*\*\*\***

**\*\*\*\*All return checks will be assessed a service charge of \$35.00\*\*\*\***

Registration can be made in person to the office or by mail to C/O: Lena Snow, 108 NW 4<sup>th</sup> Ave,  
Mineral Wells TX 76067 or online at [www.ollcatholicchurch.com](http://www.ollcatholicchurch.com)

**(Submit only this application page and retain the rules and policies page for your reference.)**

OFFICE USE ONLY:

Assigned spot: \_\_\_\_\_

Date assigned: \_\_\_\_\_