

# Santa's Market 2019 - Vendor Packet

The Arts & Crafts Center and Goodfellow AFB Cordially invite you to participate in the 39th ANNUAL SANTA'S MARKET CRAFT FAIR at the base Fire Training Facility, Bldg 3453 Saturday November 23, 2019.

The following rules apply:

Only hand-made Arts & Crafts are acceptable at this show. Please do not sell any pre-fabricated or Direct Sale items.

Vendors selling food must have a current Texas Department of State Health Services (DSHS) permit issued in their name or business's name. A copy of the certificate must be included with the vendor application.

All food must be prepared under DSHS permit guidelines. All food must be pre-cooked, pre-packaged and have a room temperature shelf life.

Vendors must display a copy of their current DSHS permit at the event; Public Health will inspect food vendors during the event and will maintain authority to stop the sale of any food items not in compliance with DSHS requirements.

**NO WEAPONS OF ANY KIND MAY BE SOLD!**

Returning vendors are not guaranteed a booth space or the same location assigned the previous year.

Return your application promptly with any special requirement you have for the event.

Booth rental fee is \$50.00 (limit 3 booths per vendor if available).

We encourage you to supply your own tables and chairs; if you wish, we can provide tables @ \$10.00 ea. and chairs @ \$1.00 ea. Please indicate on your application how many tables and chairs you require (please include chair/table fee with booth rental agreement).

Electrical outlets are limited; if you require a space with electricity, please indicate it on your application. Electricity requests will be honored in the order received. There is no charge for electricity; however, power in the building is extremely limited so plan accordingly and pack extension cords as outlets may be a short distance from your booth. If you request electricity and we are unable to place you in a spot with electricity, we will contact you at the phone number you have provided.

No heat producing items are allowed, this includes coffee pots, hot glue guns, heat presses, etc.

Vendor Set-up Time:

Friday, November 22, 2019 from 3:00 pm – 8:00 pm and Saturday, November 23, 2019 from 7:00 am – 9:00 am Please follow signs and enter through the contractor gate (near the South/Jacobson Gate) off South Chadbourne Street. Please note the gate will open for inspections on Friday at 2:30 pm – 7:00 pm and Saturday at 6:30 am. If you arrive Friday, please allow enough time to be completed by 8:00 pm.

If you arrive after 9:00 am, the entry gate may be closed and you will have to wait until the public is allowed in. Earlier is better-if you cut it to close, you may be stuck in line at the gate with the public.

**BE SURE TO CAREFULLY READ THE ENCLOSED SECURITY PROCEDURES SO YOU KNOW WHAT TO EXPECT AT CHECK-IN TIME (see attached document).**

The craft fair will be open to the public on Saturday, November 23, 2019, 10:00 am – 5:00 pm.

We request vendors stay in-place until closing time out of courtesy to the other vendors and customers who may arrive late in the day. We do ask you have your area cleared by 7:00 pm on Saturday.

We'll have door prize drawings throughout the day, if you wish to donate items (good way to get folks to visit your booth), please bring it to our information booth near the front door.

A FEW IMPORTANT REMINDERS:

The speed limit on base is 20 MPH and is strictly enforced.

The National Anthem will play at 5:00 pm. As a sign of respect, please stand quietly until the music stops. If you are in a vehicle, please stop where you are and wait until the National Anthem has finished.

The Arts & Crafts Center and Goodfellow AFB cannot be held responsible for items left overnight.

Please remember to bring an ample change fund as there is no place nearby to replenish it. You may also need bags for packaging items, you customers will appreciate it.

Display items are often fragile, please be mindful of small children.

Our contact information:

17FSS/FSCT  
Arts & Crafts Center  
162 Mitchell St. Bldg. 109  
Goodfellow AFB, Texas 76908-3102  
325-654-3237

Please note all registrations must include a Booth Application/Hold Harmless Agreement. Please make checks payable to GAFB Arts & Crafts Center. Read booth application carefully and fill it out completely, include table/chair request information, electricity, vendors you would like to be near, etc. You must fill out the section asking for full names, birthdates and driver's license number for everyone 16 years of age or older who requires base access for set-up. If this section is not filled out your application will not be processed.

Please direct questions or concerns to the Goodfellow AFB Arts & Crafts Center at 325-654-3237.

**Booth Application/Hold Harmless Agreement**

I \_\_\_\_\_, in consideration for this Hold Harmless Agreement (hereinafter referred to.

(PRINTED NAME OF VENDOR)

Agreement ) have received permission from the United States through its officers and agents to occupy the premises known as the Fire Training Facility, Building 3453, at Goodfellow AFB, Tom Green County, Texas, on November 22-23, 2019. I am occupying such premises upon my own initiative, risk and responsibility.

I FULLY UNDERSTAND THAT THE PROBABILITY EXISTS THAT I COULD RECEIVE PERSONAL INJURY OR DAMAGE TO MY PERSONAL PROPERTY while I am on these premises. I hereby release, hold harmless, and covenant not to sue The United States of America and any of its agencies and employees or their heirs, successors and assignees of said agencies and employees, on any claim, suit or cause of action arising from my being on the above mentioned property.

I execute this Agreement after reading it in its entirety and I fully understand its effect. I am over eighteen (18) years of age, and I am not suffering from any mental or emotional deficiency which would inhibit my ability to fully understand this Agreement, I intend it to be binding not only on me, but also my heirs, successors and assignees.

\_\_\_\_\_  
PRINTED NAME OF VENDOR

\_\_\_\_\_  
SIGNATURE OF VENDOR

\_\_\_\_\_  
PRINTED NAME OF WITNESS

\_\_\_\_\_  
SIGNATURE OF WITNESS

***THIS FORM MUST BE SIGNED AND WITNESSED!!***

Each Booth Space is 10'x10'. If you need more space, you will need to rent additional booths.

**(MAXIMUM OF 3 BOOTHS PER VENDOR)**

**10'x10' Booth Spaces requested    x\$50/ea.= \$ \_\_\_\_\_**  
**NON-REFUNDABLE 100% SPACE DEPOSIT REQUIRED**

Number of tables you would like us to provide: \_\_\_\_\_ x\$10.00/ea.= \$ \_\_\_\_\_

Number of chairs you would like us to provide: \_\_\_\_\_ x\$1.00/ea.= \$ \_\_\_\_\_

NO TABLES ARE AUTOMATICALLY INCLUDED WITH BOOTH RENTAL MOST TABLES WE PROVIDE ARE APPROX. 2'X6', BUT WE CANNOT GUARANTEE YOU A PARTICULAR SIZE!

TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_

Do you need access to **ELECTRICITY**? Yes    No

If you have any additional requests (such as a corner booth, a space against a wall, the same spot as in previous years, or next to a particular person) please list them below. PLEASE REMEMBER these requests will be handled on a first come, first serve basis, so there is **NO GUARANTEE WE WILL BE ABLE TO FILL THESE REQUESTS. RETURNING VENDORS ARE NOT GUARANTEED THE SAME SPACE AS PREVIOUS YEARS!**

**NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_ **NUMBER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY & STATE** \_\_\_\_\_

**HANDCRAFTED ITEMS FOR SALE** \_\_\_\_\_

Due to heightened security on base, we must have the full name, driver's license number and date of birth for everyone who will be coming on base as part of your booth, be it for set-up or during the event. Our Security Forces Squadron will complete a background check on everyone. Your application cannot be processed without this information. If you require more space, you may attach another piece of paper or use the back of this one. If you need to add someone later, you may call us as long as it's before November 7, 2019. Please direct questions to us at 325-654-3237.

FULL NAME	DATE OF BIRTH	DRIVERS LICENSE NUMBER

PLEASE RETURN COMPLETED FORM WITH CHECK OR MONEY ORDER TO:  (Please make checks payable to: GAFB ARTS & CRAFTS CENTER)	17FSS/FSCT ARTS & CRAFTS CENTER 162 MITCHELL ST. BLDG 109 GOODFELLOW AFB, TX 76908-3102
--	--