

2021 SPRING FESTIVAL BOOTH REGISTRATION FORM

Welcome Home, Parish Family Event

**Our Lady of Guadalupe Catholic Church – Main Campus
13715 Riggs Road - Helotes, TX
Sunday - May 16, 2021 - 11:00am – 7:00pm**

Opportunities for:

- Parish ministries to promote ministry, raise monies & build community**
- Parishioners to raise monies, support our parish & build community**
- Others to raise monies and advertise their business**

**Food & Drink will only be allowed to be sold by the parish and
all Food & Drink proceeds will go to the General Parish Fund**

Booth Registration Forms will be available online and in parish office beginning April 19. Complete forms will be accepted in Parish Office from April 19 through May 10, or until all spaces have been sold

Space assigned on first come, first serve basis after registration form submitted and payment received

Printed Name: _____

Signature: _____

Ministry Name (if applicable): _____

Address: _____

Home Phone: _____

Cell Phone: _____ **Text ok? Yes** ___ **No** ___

Email: _____

List of item(s) for sale (Please be specific and note that we reserve the right to reject any and all inappropriate items – see attached list):

Booth check-in and set-up:

9:00-10:45am (for safety reasons, all vendor vehicles must be in vendor parking areas - below the Church/floodplain or by Helotes Elementary - no later than 10:45am)

Booth take down:

7:00-8:30pm (all items must be removed from location no later than 8:30pm)

Please indicate booth option:

For Options 1 & 2 - 10 x 10 space – canopies, tables, chairs and electricity ARE NOT PROVIDED

Option 1 _____ Ministry with sales Outdoor Booths (Field next to the Rectory): **First \$25 in sales will go to pay the booth fee & all remaining funds must be deposited for the ministry/organization.** Please note each parish ministry/organization can only have one booth space.

Option 2 _____ Outdoor booths (Field next to the Rectory):
\$50 Must be pre-paid

For Option 3 - air conditioned classroom in the Parish Hall w/electricity

Option 3 _____ Indoor booths (in the Classrooms of the Parish Hall):
\$60 Must be pre-paid – LIMITED CLASSROOMS AVAILABLE

Payment accepted:

Cash, checks, and credit cards

\$ _____ Total amount enclosed _____ Date & time received

_____ Check number

(Please make all checks payable to: Our Lady of Guadalupe Church)

\$ _____ Cash

\$ _____ Credit Card (Visa, MasterCard, American Express or Discover)

_____ *Assigned Space (for office use only)*

Please note:

Booths will be located in the field next to the Rectory or in the Parish Hall Classrooms and assignments will be posted at event. You will receive a confirmation letter via email once your booth has been assigned. Each vendor may bring table, canopy, and chairs. Each vendor is responsible for the booth space at all times and must bring adequate monetary change. Booths must remain intact during the Spring Festival hours. Everything, including signs, has to remain inside 10x10 space. We will hold this event rain or shine.

Questions? Contact: Sandra Archey, sarchey@olghelotes.org

Inappropriate Items

Outside food and drinks

Items that cannot be contained in 10 x 10 space

Inappropriate games and music

Guns or knives

Spray paint

Inappropriate clothing

Pornographic material

Dangerous substances

Illegal substances

Pharmaceuticals

Pharmacy items

Livestock

Live animals

**We reserve the right to reject
any items deemed inappropriate**

Suggested Activities/Items

This is only a sample listing

Handmade crafts (sewing, knitting, etc.)

Artwork

Jewelry

Woodworking

Tools

Antiques & Collectibles

Home business items (Avon, Mary Kay, Candles, etc.)

Balloon Animals

Craft Kits to make

Toys

Baby clothes & accessories

Rummage Sale items

New or gently used clothes

Home decor