

Our Lady of Guadalupe - Helotes
2023 SPRING FEST “A TASTE OF O.L.G.”
FESTIVAL BOOTH INFORMATIONAL FLYER

Festival Date: Sunday, May 21, 2023
Festival Time: 11:00 AM to 5:00 PM
Festival Location: 13715 Riggs Road – Helotes, TX 78023

Booth Application Dates: NOW thru May 15, 2023
OR Until ALL spaces have been sold.

Applications MUST be submitted in person at:

O.L.G.-Helotes Parish Office
13715 Riggs Rd.
Helotes TX 78023

Monday thru Friday - 9:00 AM-12 PM & 1:00 PM-5:00 PM; Tuesday – 1:00 PM-5:00 PM

Booth Opportunities for:

- O.L.G.-Helotes Parish Ministries & Organizations to promote, raise ministry monies, and build community.
- Parishioners to promote and grow their small-owned or home businesses and build community.
- Community Vendors to promote and grow their businesses, and build community.

Booth Options (pricing listed on application):

- OUTDOOR BOOTH – 10 x 10 Space – Located in field adjacent to Rectory
- INDOOR BOOTH – Located in the classrooms of our Parish Hall (LIMITED # of classroom spaces available.)

Food Booths are subject to review and approval by Spring Festival Committee. Outside Food Vendors MUST submit a Food Vending License/Permit with application.
We reserve the right to REJECT any booth item or items deemed inappropriate.

Some Suggested Activities/Items to Sell

- 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

Some Inappropriate Items to Sell

- Outside Beverage Vendors
- 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

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Booth Assignment & Posting:

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

Booth Check-In & Setup Time: 9:00 AM to 10:45 AM

Vendor Designated Parking:

For safety reasons, ALL vendor vehicles MUST be parked in either the church's floodplain area (behind the church) OR by Helotes Elementary School NO LATER THAN 10:45 AM.

Booth CLOSING & Take Down Time: 5:00 PM to 7:00 PM

- **ALL items MUST be removed from location NO LATER than 7:30 PM.**
- **Food & Beverage Vendors MUST adhere to closing time schedule for payment with Parish Bookkeeper.**

STILL HAVE QUESTIONS? Please contact:

Valerie Rabadan at (210) 695-8791, Ext. 106 OR at VRabadan@olghelotes.org

The parish community of Our Lady of Guadalupe-Helotes, its priests, staff and volunteers THANK YOU for your cooperation and support of our parish.