

**SCS Christmas Bazaar ---November 30 & December 1, 2019**

**(Please print clearly)**

Complete registration form and the Adult Hold Harmless form. Return them along with your payment to:  
St. Catherine of Siena Catholic Church, Christmas Bazaar, 1705 E. Peters Colony Rd, Carrollton, Texas 75007,  
Attn: Rosemary Manganilla

Cash will be accepted or make cashier's check or money order payable to:  
St. Catherine of Siena Christmas Bazaar. (No personal checks will be accepted)

Final deadline to register is Monday, November 26. Payment will guarantee your space.

Spaces are assigned on a first payment received basis. Spaces are in two rooms.

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone (h): \_\_\_\_\_

\_\_\_\_\_ Cell: \_\_\_\_\_

Product/Service (explain in detail) \_\_\_\_\_

To eliminate duplications, if you are selling your own crafts, please indicate in detail what type of crafts i.e. painted ceramics, flower arrangements, homemade jewelry, etc. Explain in detail for best display of your product. Use backside of registration form for added comments if needed. Send a photo download if you are able.

**Fees:**

Please read carefully and indicate what space(s) you require below:

- one 8' x 7' space.** Cost is \$55 (does not include tables or chairs)
- two 8' x 7' spaces.** Cost is \$100 (does not include tables or chairs)
- 36" x 72" table (3' x 6' foot table) Cost is \$10 per table. I need \_\_\_ tables. I need \_\_\_ folding chairs
- electrical outlet Cost is \$15 (limited availability)

I will be here all day Saturday from 9 a.m. until 4:00 p.m. and Sunday from 9 a.m. until 1 p.m.

**IT IS HIGHLY IMPORTANT THAT YOU LET US KNOW IF YOU ARE NOT GOING TO BE HERE THESE FULL DAYS.**

**I WILL NOT BE HERE ALL DAY SAT. \_\_\_ SUN. \_\_\_ I WILL BE LEAVING AT: \_\_\_\_\_**

I understand that only one vendor per product line for a similar direct sales business will be allowed: Mary Kay, Scentsy, Tupperware, etc. This will be first-come, first-serve payment received basis.

**I read the Vendor Information & Guidelines. (Retain guidelines. Do not return to us.)**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Enclosed is my cashier's check or money order in the amount of \$ \_\_\_\_\_.

(Include payment with registration and Adult Hold Harmless form.) Your space is reserved when payment is received.  
You will be notified either by e-mail or by phone once registration paperwork is processed.)

Please contact Rosemary Manganilla, 972-492-3237 ext.113 or email: [rosemarym@stcatherine.org](mailto:rosemarym@stcatherine.org) with questions.

**FOR COMMITTEE USE ONLY:**

PAYMENT RECEIPT VERIFIED: TYPE \_\_\_\_\_ AMOUNT \_\_\_\_\_ DATE \_\_\_\_\_ ADULT HOLD HARMLESS FORM: \_\_\_\_\_

COMMITTEE MEMBER NOTATION: \_\_\_\_\_

# St. Catherine of Siena 2019 Arts & Crafts Christmas Bazaar Vendor Information & Guidelines

**Retain this form for your reference. Do not return this form with your payment.**

- When: Saturday, November 30, 9:00 A.M.- 4:00 P.M. Sunday, December 2, 9:00 A.M.- 1 P.M.
- Where: St. Catherine of Siena Church, 1705 E. Peters Colony Rd, Carrollton, TX 75007, 972-492-3237
- **Payment:** Make cashier's check or money order payable to *St. Catherine of Siena Christmas Bazaar*. Cash will be accepted. **Personal checks or credit cards will not be accepted.** Fee is due with registration and Adult Hold Harmless form. Space will be reserved with payment and will be allocated on a first-come-first-serve basis. **If you have paid your registration fee and cannot attend for any reason, no refund will be issued. It is considered a donation to St. Catherine of Siena Church.** Vendor is notified once paperwork has been processed. Insurance form (Adult Hold Harmless) is required.
- Vendors are responsible for all signage and coverings for their tables.
- Set up will be from 5:30 p.m. to 7 p.m. on Friday, November 30  
Friday setup must be completed by 7 pm.  
Saturday setup is from 7:30 am to 8:45 am. (Bazaar opens at 9:00 a.m.)
- One Raffle donation item (\$15+ value) from your vending must be submitted at setup at Registration table. Make sure you give Rosemary your donation, don't just leave on the table. Include a business card with your donation, or some type of identification of your vendor contact.
- Vendors are responsible for cleanup of their space and clearing tables by 1:30 p.m. on Sunday.
- Vendors are responsible for all monies they collect and any personal items they bring.
- Refreshments & Food will be available.
- **Vendors are asked to contact family, friends, and neighbors notifying them of the Christmas Bazaar. A flyer will be e-mailed to vendors or mailed to those without e-mail to hand out or mail.**

If you have any questions, please call:

Rosemary Manganilla, 972-492-3237, ext.113 (leave a detailed message); [rosemarym@stcatherine.org](mailto:rosemarym@stcatherine.org)

**THANK YOU!!**

# ADULT HOLD HARMLESS/INDEMNITY AGREEMENT

PARISH: \_\_\_\_\_

ACTIVITY PARTICIPANT: \_\_\_\_\_

DATES OF ACTIVITY: \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_

Please be advised that the activity is not endorsed or sponsored by the above named PARISH.

The above name ACTIVITY PARTICIPANT agrees to defend, protect, indemnify and hold harmless the above named PARISH and the Diocese of Fort Worth against and from all claims arising from the negligence, gross negligence, or fault of the above named ACTIVITY PARTICIPANT or any of their agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above named ACTIVITY.

Additionally, the above named ACTIVITY PARTICIPANT agrees to protect, defend, hold harmless and fully indemnify the above named PARISH and the Diocese of Fort Worth for any claim or cause of action whatsoever arising out of the above mentioned ACTIVITY which takes place during the above identified DATE(S) OF ACTIVITY that is brought against the PARISH and/or The Diocese of Fort Worth by the above named ACTIVITY PARTICIPANT or their family members whether such claim arises from the alleged negligence or gross negligence of the PARISH, The Diocese of Fort Worth, its employees or agents or ACTIVITY PARTICIPANT'S negligence or gross negligence.

SIGNED BY: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_