



SEASIDE TREASURE FESTIVAL

November 20-21, 2009

Friday 1pm to 7pm and Saturday 9am to 4pm

Moody Memorial First United Methodist Church

2803 53rd Street

Galveston, TX 77551

409-744-4526 (extension STF)

Dear Vendor:

Plans are underway for our 11th annual Seaside Treasure Festival, which will be held Friday and Saturday, November 20-21, 2009 from 1pm to 7pm on Friday and 9am to 4pm on Saturday. We are anticipating a fabulous two-day show featuring many arts and crafts vendors, a silent auction, the Seaside Café, and much more.

Proceeds from the festival are used to support local mission work. These funds finance projects such as repairs, wheelchair ramps, painting, yard work, flooring, and much more. Many of the clients selected are elderly, handicapped or on fixed incomes.

We look forward to your participation and support of Seaside Treasure Festival. ***Please review the enclosed Rules and Regulations carefully.***

To reserve a space for the festival, please complete the enclosed application form and mail to the address indicated with all of the required submissions. Spaces cannot be reserved until ALL information is received. You will receive a confirmation email indicating the acceptance of your registration. Additional information, including your general booth location, lunch options and parking information will be sent in October.

Festival volunteers will gladly answer questions via email or voicemail. Please send or leave a message and a volunteer will contact you as soon as possible.

Email: stf@moody.org

Voicemail: 409-744-4526 ext 783 (or STF)

Fax: 409-744-0508

We look forward to seeing you in November 2009!

Sincerely,

Polly Kent
Vendor Chairman

2009 SEASIDE TREASURE FESTIVAL RULES AND REGULATIONS

Thank you for participating in Seaside Treasure Festival. The festival started in 1999 and has grown into a fabulous Galveston event. Your participation is appreciated and your observance of the following rules and regulations will help ensure a fun and safe event for everyone.

APPLICATION SUBMISSION

1. Priority Submission: Vendors participating in the previous year's show are given an advanced opportunity to register for the next year's show. Vendors in the 2008 show receive a 2009 application upon check-in. Priority will be given to 2008 vendors IF complete application is submitted on or before February 1, 2009. All applications from 2008 vendors receive the same priority if application is received by February 1. After February 1, there is no priority given to 2008 vendors.
2. All Vendors: In early March, applications will be available to the general public via the website and will be processed in the order received.
3. Required Submissions: Only completed applications will be processed. A complete application includes:
 - Completed application form (must use current year form)
 - Photos or website (see details under item #4)
 - Check or money order payable to Moody Methodist Church
4. Photo/Website Submissions: Current photos are necessary and assist festival volunteers in the placement and distribution of vendors. If no photos have been submitted in last two years, current photos must be submitted with the current application. In lieu of photos, a website is acceptable only if the website shows a representation of articles offered for sale at the show. Photos cannot be returned under any circumstances.
5. Deadlines and Cancellations: The deadline for submitting applications is November 1, 2009. No refunds will be given for inclement weather. Cancellations must be received by November 1 to receive a refund.

VENDOR BOOTHS/ASSIGNMENT

6. Assignment: Booths are processed in the order received. All inside spaces will be on the first floor. Booths are assigned to vendors at the discretion of the festival committee. In the event of a cancellation, the same order of booth assignment applies. No booth space will be held pending completed applications.
7. Booth Size: Booth space is approximate and may vary in width and length.
8. Booth Setup: Each vendor must construct his or her own booth. A table and chairs will be provided for inside booths if requested on the application form. Outside vendors must provide their own tables and tents. No tables will be available for rent. No tents, canopies or awnings are allowed inside the buildings.

9. Christian Life Center (CLC)/Gym: In the interest of protecting the gym floor, vendors in the gym should ensure that their tables or displays have rubber feet, felt or some type of floor protection.
10. Electricity: Limited access to electrical outlets is available for inside booths. Vendors can request electricity on the application form. Booths requiring electricity are allocated in the order processed. Vendors should furnish their own electrical cords.
11. Food Restrictions: Vendors selling food items are restricted to packaged gift or specialty items. The Seaside Treasure Festival reserves the right to all food and drink sales for consumption during the festival. All vendors must comply with applicable health regulations regarding the sale of food items to the public.

FESTIVAL SETUP AND HOURS

12. Setup Information: Setup is from 9:30am to 1pm on Friday, November 20. Please do **NOT** arrive early for set up on Friday as our day school students will be arriving at that time. A limited number of carts and dollies will be available.
13. Festival Hours: Friday, November 20, 1pm to 7pm and Saturday, November 21, 9am to 4pm.
14. Check-in: All vendors must check-in at the Registration Desk, at the entrance to the Festival on the north side of the Church, before proceeding to set up his or her booth(s). Vendors may use the rear door entrance to the gym for easy set up AFTER checking in at the Registration Desk. All booths should be set up and ready for customers at 1pm on Friday.
15. Restocking: Vendors can restock their booths from 7-9am on Saturday morning.

GENERAL INFORMATION

16. Parking: Due to the limited parking available and the overflow conditions experienced in past years, vendors are requested to park their vehicles in designated areas or as far from the main entrance as possible. ***Trailers and other large commercial vehicles are not allowed in the parking lot except to unload.***
17. Compliance: All participants agree to comply with all applicable City, County, State, and Federal regulations related to fire, health, safety, etc.
18. Smoking is not allowed inside the facility.
19. Animals are not allowed inside the facility
20. Children should not be left unattended.
21. The Seaside Treasure Festival Committee reserves the right to bar any exhibit or part of any exhibit, person, or thing that is not in its opinion in keeping with the character and purpose of the festival. No raffles or flea market/garage sale type items will be allowed.

22. Exhibitors agree to relieve sponsors of any and all liability resulting from fire, theft, or accident of any cause. All property brought to the Seaside Treasure Festival by the exhibitor will be at the risk and responsibility of the exhibitor. No security will be provided for outside booths overnight.
23. In the event of a bonafide dispute between a vendor and the Seaside Treasure Festival committee, the Executive Committee of the Seaside Treasure Festival shall be the sole judge and its decision shall be final.
24. Any violation of these rules and regulations on the part of the vendor will nullify the agreement to occupy space and such vendors will forfeit to the Seaside Treasure Festival any and all fees that have been paid.

SEASIDE TREASURE FESTIVAL VENDOR REGISTRATION FORM

Moody Memorial First United Methodist Church
Galveston Island
November 20-21, 2009
Friday 1pm to 7pm and Saturday 9am to 4pm

Please print all information.

Primary Contact Name: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): _____

Email: _____

Website: _____

Description of Craft: _____

(Photos are required unless current photos submitted in 2008 or if a website showing crafts is available.)

Booth Request: Single booths are approximately 10'x10' although some are not square. All inside booths will be on the first floor. A table and two chairs are available for inside spaces on request. Please indicate your preferences below:

Two day show! Select your preference.

___ Inside single booth \$110
Would you like the table and chairs? ___ yes ___ no
Do you require electricity? ___ yes ___ no

___ Inside double booth \$215
Would you like the tables and chairs? ___ yes ___ no
Do you require electricity? ___ yes ___ no

___ Outside single booth \$75

___ Outside double booth \$145

Location Preference: Registrations are processed as received and all booths will be on the first level. If no inside spaces are available, please indicate your preference:

- Outside booth is acceptable, or
- Return my registration

Parking: It is important that the public have easy access to the festival! To increase parking for festival attendees, we are requesting that everyone working at the festival (vendors and volunteers) park in nearby off site spaces. Is there anything that would prevent you from complying with this request? Please explain:

Other Comments: _____

Submission checklist: Applications will only be processed when all items are received.

- Completed registration form
- Photos (unless current photos submitted in 2008 or if a website is provided)
- Check or money order payable to Moody Memorial First United Methodist Church (MMFUMC)

Submissions should be sent to: Moody Memorial First United Methodist Church
Attention: Seaside Treasure Festival
2803 53rd Street
Galveston, TX 77551

Questions: Festival volunteers will gladly answer questions via email or voicemail. Please send or leave a message and a volunteer will contact you.
Email: STF@moody.org Voicemail: 409-744-4526 ext 783 (or STF) Fax: 409-744-0508

Sponsored by the Mission Council. Proceeds go toward community mission projects.