

Jersey Village FFA Craft & Gift Fair
Cy-Fair Exhibit Center 11206 Telge Rd.
Near Hwy 290 @ Telge Rd. (Across from Arnold Jr. High)

2024 VENDOR INFORMATION AND REGISTRATION FORM

Event Date: Saturday, November 2nd (9AM – 5PM) / Sunday, November 3rd (10AM – 4PM)

Registration: Registration deadline is October 1st. Please keep a copy of the registration form for your records. Full payment must be received with the registration form. Checks are cashed as received. Your cleared check indicates an approved registration. An email advising booth number(s) will follow. **There are NO REFUNDS and Vendors may NOT RESELL THEIR BOOTHS.**

Vendor Set-up: Friday @ 10:00 am – 8:00 pm, Saturday @ 7:30 - 8:30, Sunday 9:00 - 9:30

Open to public: 9 am Saturday and 10 am Sunday

Check-in at the Arena area – glass doors facing Telge. After unloading, park on the fence lines or in the gravel lot, away from the building, to allow close parking for customers. The cars also draw attention to the facility out closer to the road. VENDORS MUST BE OUT BY 6 PM ON SUNDAY NIGHT.

Vendors must furnish: Display tables & chairs, tablecloths, extension cords & power strips must have GFI switch, fans (bldg is not Air Conditioned). No canopies on frames inside. Vendors must donate one tax deductible raffle/silent auction item at check-in with a minimum value of \$25. Donation forms will be provided via e-mail or at check-in. Vendors will be responsible for providing their own internet connection.

JV FFA Booster Club Restrictions: We reserve the right to limit the number of booths selling the same products and may ask for removal of items not listed or that are deemed inappropriate. Booster Club may re-sell the booth if a vendor is not checked in by 9 pm Friday without prior notification. Vendors may not resell their booth. If we sell out or are unable to provide space, the vendor will receive a voided check or full refund. This is a CFISD school district property and district policies apply. **NO SMOKING ALLOWED ANYWHERE ON THE FACILITY GROUNDS!**

Make checks payable to: **JV FFA Booster Club**, Mail with registration form to: **P.O. Box 41300, Houston, Texas 77241.** Registration will not be confirmed until the payment has cleared.

To streamline the booth reservation process, please follow these steps:

1. Fill out the registration form completely.
2. Scan or take a clear photo of the registration form.
3. Email a copy of the registration form to jvcraftshow1@yahoo.com
4. Once your email and payment is received, you will be sent a confirmation email.

Additionally, you will receive options for electronic payment in your confirmation email if you prefer this method over checks.

If you have any further questions or need assistance, please reach out to the email address provided.

www.jerseyvillagecraftshow.com

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Event Date: Saturday, November 2nd (9AM – 5PM) / Sunday, November 3rd (10AM – 4PM)

Vendor Contact Name: _____

Email: _____

Business Name: _____

Website: _____

Address: _____

City, State, Zip: _____

Cell Phone: _____

Please provide a detailed description of all booth products sold (continue on back, if necessary). If you have items in your booth that are not listed you may be asked to remove the items and risk your ability to participate in future shows:

Please email pictures of items to be sold to jvcraftshow1@yahoo.com

Were you with us last year? Yes _____ No _____

Booth preference: Booth # _____ Electricity needed: Yes _____ No _____

Inside _____ Outside _____ or whatever is available _____

*Booth number is not guaranteed until check-in.

Pricing per Booth Space (All booth spaces are 10'x10'):

- | | | |
|-------------------------|-------------------------|--------------------------|
| • EARLY BIRD (At Show): | Indoor Booth = \$100.00 | Outdoor Booth = \$90.00 |
| • PRIOR to October 1st: | Indoor Booth = \$110.00 | Outdoor Booth = \$100.00 |
| • AFTER October 1st: | Indoor Booth = \$130.00 | Outdoor Booth = \$120.00 |
- FOOD TRUCKS/VENDORS: Please email jvcraftshow1@yahoo.com for specifics regarding registration.

Total Payment (booth rental) \$ _____ Cash / \$ _____ Check# _____

JV FFA Received by: _____ **Date:** _____

Thank you for your support! All proceeds will be used to support FFA programs and scholarships.

Jersey Village High School, Cy-Fair ISD & its sponsors, Students & Jersey Village FFA Booster Club will not be responsible for any damages, loss or theft incurred during the event.

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Post Mark/time stamp: _____ Accepted Date: _____ Notified: _____