

# Wichita West Volunteer Fire Department 39th Annual Winter Arts and Crafts Show

---

**Place:** MPEC J.S. Bridwell Ag Center, 111 N. Burnett St, Wichita Falls

**Dates:** December 7 – December 8, 2019

**Times:** Saturday, December 7: 10am-6pm

Sunday, December 8: 12pm-5pm

**Payment:** Cash or Check if mailing or turning in in-person. If applying online, you can submit payment via PayPal.

**Mail Applications to:** Wichita West Volunteer Fire Department

PO Box 4671

Wichita Falls, TX 76308-0671

**Application Deadline:** OCTOBER 11, 2019

**Fees:** \$150 per 10'x10' booth. More than one booth may be rented, please specify on application. Tables are for rent, \$10 each. Chairs are available.

**Setup:** Friday, December 6, 2018. We aim to open doors around 1PM for vendors to start setting their booths up. This may change based on the availability of firefighters. Please confirm with us a few weeks before the show if you plan on being at the facility this early. We will keep the building open until 10PM for vendors to set up. Overnight security will be provided by the facility to protect your items outside show hours.

## **GENERAL INFORMATION**

- **RETURNING VENDORS:** Even if you have already paid your booth fee, please fill out an application and return it to us so we can have a record for the new show. Thank you in advance for your consideration.
- **Vendors are responsible for knowing if they require a Tax ID number.** See <http://www.window.state.tx.us/> for more information on applying for a Tax ID. Representatives from the Texas State Comptroller's Office will be present to check for tax numbers.
- **All vendors will be placed in spots on a first come, first served basis.** Those participating the previous year will have first chance at the spot they had last year, provided they reserved at the end of last year's show. Requests for certain areas are welcome but CANNOT be guaranteed under any circumstances. WE RESERVE THE RIGHT TO REFUSE PARTICIPATION TO ANYONE FOR ANY REASON.

# Wichita West Volunteer Fire Department

## 39th Annual Winter Arts and Crafts Show

---

- There is a **MANDATORY** vendor meeting at 9am on Saturday morning. We do this to ensure all vendors are present before the doors are open to the public. We encourage attendance, as we do provide prizes to vendors present. If you don't attend, you don't win.
- **Please** specify the need for electricity. If you **do not** specify, you may be placed in a spot without electricity. You will not be permitted to run a power cord across the floor, as it is a trip hazard.
- Please keep your space clear and aisle easily accessible. If items need to be removed, let us know and we can contact MPEC maintenance for you.
- All vendors must have some form of receipt to issue customers. A simple piece of paper listing booth number and amount will suffice.
- Night security will be provided by the MPEC so that your goods are secured. Fire Department members will be available during show times, but vendors are ultimately responsible for their booths during the show.
- RV Parking is available through the MPEC. Call 940-716-5500 to make arrangements. Reservations are first come, first served.
- IF YOU NEED TO CANCEL, you must do so 3 weeks OR EARLIER before the show in order to receive a refund. Any cancellations within 3 weeks of the show will not receive a refund. If inclement weather becomes an issue, we will address as needed.
- **Please be sure to save the closest parking spots in the front of the building for your customers; be sure to park all stand-alone trailers in the gated area behind the building. The back of the Ag Center is open for vendor parking and is first come, first served. As always, those with disabilities will be accommodated.**
- **\*\*\*We will not guarantee exclusivity of any craft/product under any circumstances. Courtesy will be provided in that we will do our best to place similar items apart to help with sales\*\*\***

If you have any questions regarding the show, Please email [artsandcraftsshow@wichtawestfd.org](mailto:artsandcraftsshow@wichtawestfd.org) or call 940-237-1510. Your correspondence will be responded to as soon as possible.