

Castroville's Old Fashion Christmas Expanding!!



Now a Two-Day Event



FRIDAY & SATURDAY, DECEMBER 3 & 4, 2010

Along Fiorella & Paris Streets & Houston Square

6pm - 10pm Friday
9am - 4pm Saturday

Booth fee(s):

Saturday only: \$70

Friday & Saturday: \$95

See enclosed letter, rules and
application for more details.

HOPE TO SEE YOU ALL THERE!!



Contact: Ashlee Bates, (830) 538-3142, ashlee@castroville.com



100 Karm Street • P. O. Box 572 • Castroville, Texas 78009
PHONE (830) 538-3142 • TOLL-FREE 800-778-6775 • FAX (830) 538-3295 • EMAIL chamber@castroville.com

Castroville's 27th Annual Old Fashion Christmas
TWO-DAY EVENT THIS YEAR!!!
Friday & Saturday, December 3 & 4, 2010
6-10pm & 9am - 4pm

November 1, 2010

Greetings,

New this year! Castroville's 27th Annual "Old Fashion Christmas" will be a two-day event to be held on Friday and Saturday, December 3 & 4, 2010. We are now accepting applications and assigning spaces for those on the waiting list. **This is a first come first serve list and space is limited. There is always the possibility we can run out of space. In that case, your check and packet will be returned to you.** A jury method will be used in reviewing your application. The Chamber has the right to refuse an application based on the quality of craftsmanship of the items. We only allow a certain number of commercial booths in so if we have met our limit, your application packet will be returned.

The Committee has decided to expand this year's event to include Friday night as well. We are working in conjunction with Fiorella Friday, an event already taking place that night. Vendors have the option to sign up for a booth space on Friday night as well as Saturday. The booth space could be located on Houston Square or along Fiorella or Paris Streets. This will be your booth space for both Friday and Saturday. Those wanting a space Friday and Saturday will pay a total fee of \$95 (\$85 for non-profits). Those only wanting a space for Saturday will pay \$70 (\$60 for non-profits). Electricity will be available to some booths for Friday night, but you must let us know ahead of time. There will also be security Friday night patrolling the area. We plan to have a walking parade on Friday that will weave down Fiorella and Paris Streets to Houston Square and end with a lighting ceremony on the square. We will be sending out flyers and marketing packets to vendors, hotels, newspapers and other outlets to let as many people as possible know about this huge two-day event.

Enclosed you will find the application and list of rules. Please read all rules and regulations. Those not following the rules will have their booth shut down. **Mail your completed application, check or money order, self-addressed stamped business sized envelope, 2 different photos of the items you plan to sell and a copy of your Sales Tax Certificate to:**

Old Fashion Christmas
Castroville Area Chamber of Commerce
P.O. Box 572
Castroville, TX 78009

If you are a food vendor or a craft vendor who sells any type of food, you will be responsible for obtaining a Medina County Food Establishment Permit. Please contact us for a form. **Please make a separate check payable to:** Castroville Area Chamber of Commerce and return the completed form and fee with your application to us. (Please label your check as the **Food Permit Fee**).

We look forward to working with you to make this the biggest and best Old Fashion Christmas ever!

Sincerely,

Ashlee Bates
Old Fashion Christmas Committee Chairman

Enclosures



**CASTROVILLE'S OLD FASHION CHRISTMAS 2010
RULES AND REGULATIONS**

1. Booth rental fee for Saturday is \$55.00 until November 1, 2010. After that date, the fee will be \$70.00. Non-Profit organizations will be charged \$45.00 until November 1, 2010, after then the fee will be increased to \$60.00. Booth rental fee for Friday Night is \$25 (Friday night is optional). **NO APPLICATIONS WILL BE ACCEPTED AFTER NOVEMBER 21, 2010.** There will be absolutely no refunds of application fee if you cannot attend.
2. All applications will be reviewed by jury method. The Chamber has the right to refuse an application based on the quality of craftsmanship of the items. We may also limit the number of commercial booths we accept.
3. Returning vendors will be assigned the same location if it is noted on your contract and received by September 1, 2010. After that date, we cannot guarantee the same spot. Only COMPLETED contracts will be considered. Exact description of merchandise is essential – as are 2 photos representing your wares. **ONE SELF ADDRESSED BUSINESS-SIZE STAMPED ENVELOPE FOR RETURN OF ACCEPTED CONTRACT SHOULD BE INCLUDED WITH THE INITIAL CONTRACT.** Photos will not be returned.
4. Booth size: Approximately 12' X 12'. No stakes can be used in the set up of your booth.
5. Selling of raffle tickets and gambling will not be allowed. Violators will be asked to leave the area and will not be allowed to participate.
6. Booths participating in Friday night can start setting up at 3pm on Friday. Security will be provided to protect your booth and merchandise overnight. Booths for Saturday may set up beginning at 6am on Saturday morning.
7. Vendors must furnish their own tables, chairs, decorations and coverings in case of inclement weather. All vehicles must be cleared from the square and surrounding streets by 6pm on Friday and 8am on Saturday. You must be set up at least a 1/2 hour prior to the advertised time of opening on both days.
8. Booths must remain open from 6-10pm on Friday night (for those setting up Friday night) and 9am-4pm on Saturday. Vehicle parking will be in the City Lot on Paris Street and behind City Hall on Isabella Street. **No parking is allowing on the streets surrounding the Square.** (Map will be provided with accepted contract).
9. **LIMITED ELECTRICAL OUTLETS ARE AVAILABLE ON HOUSTON SQUARE.** Most Friday night booths will be furnished with electricity, but must let us know ahead of time. Gas generators are only allowed for food vendors.
10. All cooking food booths will be on the west side of the square and separated from craft vendors as much as possible. **NO ELECTRICITY WILL BE AVAILABLE.** All food booths must have a food service permit and must comply with Texas Department of Health rules & regulations. Forms for the certificate are available through the Chamber or the local Medina County Office (830) 741-6195. Non-profits are exempt from the fee but must still have a Health Certificate posted.
11. There is absolutely no selling of alcoholic beverages.
12. Immediately after 4pm on Saturday you may start disassembling your booth. Please be respectful of others and not let your vehicles idle while packing up. **PLEASE CLEAN YOUR AREA OF ANY TRASH.** Large trash bins will be available throughout the square.
13. The Old Fashion Christmas Committee shall be the final authority on interpretation of the rules and regulations.
14. Each vendor is responsible for collecting and reporting sales tax. Obtain a Texas Sales Tax permit by calling or writing: State Comptroller of Public Accounts, 9514 Console, Suite 102, San Antonio, TX 78229. (210) 616-0067. Or go online to www.window.state.tx.us/taxpermit/. **The State Comptroller may be checking your booth the day of the event.** We need a copy of your certificate so it can be faxed to their office for verification.

Waiting list application



Castroville's 27th Annual Old Fashion Christmas
December 3 & 4, 2010
Booth Application

BUSINESS/ORGANIZATION: _____

CONTACT: _____

ADDRESS: _____

CITY, STATE AND ZIP CODE: _____

HOME PHONE: _____ CELL #: _____

E-MAIL ADDRESS: _____

BOOTH TYPE: (Please circle one) FOOD CRAFT OTHER

SATURDAY BOOTH: \$70 (\$60 for non-profit)

FRIDAY NIGHT BOOTH SPOT (Optional) \$25: (Please circle) YES NO
(This will be your spot for both Friday night and Saturday)

TOTAL FEE ENCLOSED: _____

Brief description of merchandise: **Please enclose two (2) different photos of items:**

***If you have any special needs, please note them on the application or separate sheet of paper.

I understand that I am responsible for the collection of all Sales Tax. City of Castroville's sales tax rate is 8.25%. For information on sales tax, call the State Tax Assistance Section, 1-800-252-5555 or visit <http://www.window.state.tx.us/taxinfo/sales/index.html>. **WE WILL NEED A COPY OF YOUR SALES TAX CERTIFICATE IN ORDER TO COMPLETE YOUR APPLICATION. WITHOUT A COPY, YOUR BOOTH WILL NOT BE ASSIGNED.**

I further understand that the Castroville Area Chamber of Commerce and the Old Fashion Christmas Committee shall not be liable or responsible for any and all claims or damages of any kind; for injury to or death of any person or persons, and for damage to or loss of property arising out of or attributed, directly or indirectly, to the operation or performance of the undersigned.

Vendor Signature

Date

VENDOR CHECKLIST:

- ___ Completed and Signed Application
- ___ Check or money order for booth fee
- ___ 2 photos of items to be sold
- ___ Self-addressed business sized stamped envelope
- ___ Copy of Sales Tax Certificate
- ___ Food Vendors – Health permit form & appropriate fee

COMMITTEE CHECKLIST:

(For Office Use Only)

- Date received: _____
- Amt Paid: _____ Ck # _____
- Accepted
- Assigned Booth#(s) _____
- Rejected
- Date informed/ck returned
