

# Bethel Baptist Church

invites you to participate in the

## Bethel Craft Fair @ The Annex

Saturday, September 28, 2024

9:00am to 3:00pm

1132 McGee Drive, Norman, OK 73069.

This is a new craft fair in the Norman area (our second year), and we are excited to host vendors to sell a variety of arts and crafts products. A concession stand is also available for beverages! **There will also be some food vendors this year.** We have a wonderful space and great parking for this event and have room for around sixty vendors! Our location on Lindsey and McGee offers great visibility and easy parking. Lindsey Street typically has heavy traffic, and the banner and flags will help ensure customers know where to go. We also will advertise with websites, digital/social media, print media, posters and flyers will be distributed in the area. If you are a vendor, please also help by advertising to your established customer base and on social media. **There is no entrance fee for shoppers and plenty of free parking. The Annex is a multi-purpose facility and a great space for our indoor Craft Fair!**

The Bethel Craft Fair will highlight a variety of vendors that make homemade arts and crafts, baked goods, other food, and vintage items. We will have a few commercial vendors, but we will only accept one vendor from any national company, such as Scentsy, Tupperware, etc.

**Secure your spot by sending in your application with payment and pictures!**

**Garrett Slater is the only coordinator for this event! Payment will be through cash, check or Credit Card, not Venmo, pay pal, or Cash App. This is to ensure that we can issue a refund if needed.**

Garrett Slater- Coordinator: Phone: (405) 329-3749; email: [garrett@bbcnorman.com](mailto:garrett@bbcnorman.com) webpage: [www.bbcnorman.com/craftfair](http://www.bbcnorman.com/craftfair)

You may email your application and photos to Garrett Slater or mail/ drop by a printed copy to the church.

2024 Booth Space Rental Fees

**Table Space-** These spaces are just the top of a six-foot or eight-foot table. (These tables are 30 inches wide, 29 inches tall, and either 72 or 96 inches long/standard folding tables) In many cases these will be against a wall, and you will not be able to place displays or merchandise next to your table. There will be one chair with each table, and you will sit beside the table. Vendors are responsible for table coverings. Please use table coverings that extend to the floor, storage boxes must be stored out of sight of customers. You may not block the aisle with any merchandise, chair, or product. **Only one vendor per table please.** Booth spaces may be shared, but each vendor must fill out an application and be approved by the coordinator to participate in the craft fair.

**\*\$25.00 for (1) six-foot or eight-foot table space (fee includes one table) (Size of table is vendor's choice)**

**Booth Space-** With a booth space you can arrange your space however you wish. Each booth space also includes a chair and other chairs may be used with no extra fee. Vendors are responsible for table coverings. Please use table coverings that extend to the floor, storage boxes must be stored out of sight of customers. You may not block the aisle with any merchandise, chair, or product. Booth spaces may be shared, but each vendor must be approved by the coordinator to participate in the craft fair. **Each vendor must fill out an application**

**\*\$40.00 for an 8' x 8' craft booth.**

**\*\$45.00 for an 8' by 10' craft booth.**

**\*\$85 for an indoor 8' by 10' food vendor booth.**

**\*\$85 for an outdoor 10' by 10' food vendor booth.** (on concrete with wall behind, tent needed)

**\*\$160 for an outdoor Food Truck or Trailer Space.**

**\*Double and triple craft booth spaces are available on a limited basis. The cost is the same as single booths. i.e. an 8' by 20' booth would be \$90.00, and an 8' by 30' would be \$135.00.**

If you would like to use our tables instead of bringing your own, we will rent an eight-foot table to you for \$5. You may request access to an electrical outlet for an additional \$5. Power strips and extension cords are the vendor's responsibility. Each booth and table will have chairs as needed at no charge.

**Early set up will be 4:00 to 8:00pm on Friday, September 27. The doors will open for vendor set up at 7:00am on Saturday. The Craft fair will be open to the public from**

**9:00am – 3:00pm on Saturday**

**Please note that vendors may not break down booths until 3:00pm!**

(This is to allow customers who make plans to attend and shop towards the end of the fair an enjoyable experience. Leaving early will disqualify you for future craft fairs.)

**Garrett Slater- Coordinator: Phone: (405) 329-3749; email: [garrett@bbcnorman.com](mailto:garrett@bbcnorman.com) webpage: [www.bbcnorman.com/craftfair](http://www.bbcnorman.com/craftfair)**

# 2024 Bethel Baptist Church Craft Vendor Application

**Return this form with the rental fees to:** Bethel Baptist Church  
Attention: Garrett Slater  
1717 West Lindsey St. Norman, OK 73069

**Please make checks payable to:** Bethel Baptist Church

Your name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Doing Business As: \_\_\_\_\_ OK TAX/STS/FEIN/SSN: \_\_\_\_\_

Email Address: \_\_\_\_\_ (Primary Contact)

Address:(Street) \_\_\_\_\_

(City) \_\_\_\_\_, (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Type of merchandise or craft (Please be specific so that we do not place you near a similar booth: items NOT listed **cannot be displayed or sold** at the fair. Please also send at least four (4) photos of your craft work or product. These can be printed and mailed, or digital photos can be emailed to [garrett@bbcnorman.com](mailto:garrett@bbcnorman.com). This is to assure that we have a variety of styles represented in our fair and that your work is not near a booth that is similar in taste and style.

Would you be willing to donate an item to our fair for a door prize? Yes \_\_\_\_\_ No \_\_\_\_\_

## Size and number of booth space(s) needed:

One 6' or 8' table only (includes one table) \$25.00 = \$ \_\_\_\_\_ Please Circle- 6 or 8

8'x8' (\$40) \_\_\_\_\_ x \$40.00 = \$ \_\_\_\_\_

8'x10' (\$45) \_\_\_\_\_ x \$45.00 = \$ \_\_\_\_\_

Number of 8' tables needed (\$5) \_\_\_\_\_ x \$5 each = \$ \_\_\_\_\_

Placement adjacent to an electrical outlet will be \$5 = \$ \_\_\_\_\_

**Total Amount Enclosed:** \$ \_\_\_\_\_

Comments/Requests: \_\_\_\_\_

Social Media Accounts: \_\_\_\_\_

**Please note when you will set up: Friday (4-8pm) \_\_\_\_ Saturday (7-8:45am) \_\_\_\_**

**Note:** The State of Oklahoma tax commission requires that each vendor register with each event with an OK TAX/FEIN/SS number. The Bethel Craft Fair will comply with the Oklahoma Tax Commission as a Special Event coordinator for the craft fair. If you have tax questions, please consult a tax professional. **Each vendor must provide a tax number to be considered for our Craft Fair.** Your sensitive information will be kept secure.

# 2024 Bethel Craft Fair Food Truck/ Food Vendor Application

**Note: This is for vendors who will cook food on the premises in a food truck or in a booth, vendors who sell prepared food items under cottage laws will be able to sell as a craft vendor and not a food vendor.**

**Return this form with the rental fees to:** Bethel Baptist Church  
Attention: Garrett Slater  
1717 West Lindsey St. Norman, OK 73069

**Please make checks payable to:** Bethel Baptist Church

Your name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Doing Business As: \_\_\_\_\_ OK TAX/FEIN/STS: \_\_\_\_\_

Email Address: \_\_\_\_\_ (Primary Contact)

Address:(Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Types of Food: \_\_\_\_\_ (Please include a link to menu and photos of food items, please email photos to [garrett@bbcnorman.com](mailto:garrett@bbcnorman.com))

**The City of Norman has the following policies:** REQUIREMENTS FOR A MOBILE TEMPORARY FOOD LICENSE (FOR FACILITIES THAT ARE VEHICLE MOUNTED AND/OR READILY MOVEABLE)

1. Applicant must be on commercially zoned property.
  2. The applicant must apply for a Temporary Mobile Food License through the City of Norman Business Portal.
  3. The applicant must upload a Certificate of Insurance as proof that the applicant has general liability for the business.
  4. The applicant must upload an Oklahoma sales tax permit number from the Oklahoma Tax Commission, this is REQUIRED.
  - 5 The applicant must upload their Health Department License.
  6. The applicant's business must not reduce off-street parking of the host business.
  7. The applicant's business cannot extend onto the public right-of-way and cannot obstruct traffic or sight of traffic.
  8. If a sign is to be used, the vendor must contact Code Enforcement to make sure the sign meets all Code requirements.
- COST: 1. One Day permit is \$20.00 2. Thirty (30) day permit is \$50.00. 3. One Hundred Eighty (180) day permit is \$250.00

Food Truck or Trailer Space: \$160.00 = \$ \_\_\_\_\_ **Truck/ Trailer dimensions** \_\_\_\_\_

10'x10' (\$85) Outdoor Space \$85.00 = \$ \_\_\_\_\_ (on concrete with wall behind, tent needed)

8'x10' (\$85) Indoor Space \_\_\_\_\_ x \$85.00 = \$ \_\_\_\_\_

Number of 8' tables needed (\$5) \_\_\_\_\_ x \$5 each = \$ \_\_\_\_\_

Placement adjacent to an electrical outlet will be \$5 = \$ \_\_\_\_\_

**Total Amount Enclosed:** \$ \_\_\_\_\_

Comments/Requests: \_\_\_\_\_

Social Media Accounts: \_\_\_\_\_

**Please note when you will set up: Friday (4-8pm) \_\_\_\_ Saturday (7-8:45am) \_\_\_\_**

**Note:** The State of Oklahoma tax commission requires that each vendor register with each event with an OK TAX/STS/SSN or FEIN number. The Bethel Craft Fair will follow the Oklahoma Tax Commission as a Special Event coordinator for the Craft Fair. If you have

tax questions, please consult a tax professional. **Each vendor must provide a tax number to be considered for our Craft Fair.** Your sensitive information will be kept secure.

## Policies for Bethel Baptist Church Craft Fair

**Applications with Fees and Pictures are due August 15, 2024.** If there are booth spaces available, they may be sold until September 1, 2024, but there will be an increase of \$10 per booth for late sign ups, (after August 15, 2024). No changes can be made after September 1, 2024. We are excited to host this craft fair! This annual event helps us to raise funds for the mission and ministries of Bethel Baptist Church. Specifically, the college ministry area.

**Communication will be done primarily by email.** You will receive a confirmation email when your booth space is approved and an information email in early September with details for the Bethel Craft Fair set-up, parking etc.

**Refund Policy:** If you cancel after September 1, 2024, no refund will be issued. A full refund will be issued with cancelations made in writing before September 1, 2024. Cancelations can be addressed to the church at 1717 West Lindsey St. Norman, OK 73069 or emailed to [garrett@bbcnorman.com](mailto:garrett@bbcnorman.com). Please allow up to 15 days (about 2 weeks) for processing refunds.

**National Company Vendors:** The Bethel Baptist Church Craft Fair will only allow one vendor for any national company. (Tupperware, Scentsy, etc.) If you apply to be a vendor with a national brand you will be informed if you are not the first vendor from that company and your fees will be returned to you. This is on a first come-first serve basis.

**Set-Up and Tear-Down:** Each vendor is responsible for hauling their own merchandise, tables, displays etc. If you have requested to rent tables, they will be in your assigned booth space set up for you. Chairs will also be available for you to use. **Nothing can be attached to the walls or windows of our space.** Vendors must be set up by 8:45am, the day of the show, and be ready for customers at 9. Vendors are responsible for table coverings. Please use table coverings that extend to the floor and storage boxes must be stored out of sight of customers. Please note that vendors must not break down their booth until 3:00pm on Saturday, September 28. This is to allow customers who make plans to attend and shop towards the end of the fair an enjoyable experience. Leaving early will disqualify you for future craft fairs.

**Payments, Fees, and Taxes:** Prompt payment of booth fees helps to guarantee your spot for your booth. A spot will not be reserved for you until payment is made with your application and photos. **Each vendor is responsible for managing their own payments from customers.** Vendors are responsible for their own taxes and making appropriate filings at the state level.

Bethel Baptist Church has a legal responsibility to keep records of all vendors and to inform the Oklahoma Tax Commission/department of revenue that a sale will occur, and to submit a list of vendors (names/DBA and FEIN/SS numbers) 20 days (about 3 weeks) before the date of the sale. The vendor application has the necessary information.

Bethel Baptist Church assumes no liability for any damages to products, display items, tables, or coverings during the craft fair or during set up. The property will be secured and alarmed overnight and there are security cameras in the facility.

**Food Vendors:** There is outdoor space for food trucks/trailers, two 10x10 outdoor spots, and a few indoor spaces for food vendors who will prepare/cook food at the event. This requires different licensing than our arts and craft vendors. **You are responsible for the Temporary Mobile Food License and related licensure through the City of Norman and the Cleveland County Health department. The Bethel Craft Fair Coordinator will make sure you have obtained the proper licenses and that your workers have food handler permits.**

**Alcohol sales are not permitted at the Bethel Craft Fair.** Even if permitting from the City of Norman and Cleveland County would allow such sales, they are not allowed on church property.

**Inappropriate Items:** Some items that may be sold at other events would not be appropriate or welcomed at this church venue. Nude art/pornographic materials, drug/alcohol themed products, items associated with the occult/witchcraft,

profane, obscene, sexually suggestive items, items that promote homosexuality and overly gory and scary items would not be welcomed here. If an item like this is noticed, we will kindly ask that it not be displayed or sold at the Bethel Baptist Craft Fair. If you have questions about this, please contact us.