



**2021 Heritage Craft Sale Vendor Application**  
**Heritage Senior Center**  
**November 4-6, 2021**  
**9 a.m. to 7 p.m. Thursday and Friday; 9 a.m. to 3 p.m. Saturday**  
**Deadline for Registration: Wednesday, October 27**

**Business Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Description of craft item(s) sold:** \_\_\_\_\_

**Booth- Space is limited and on a first come, first serve basis:**

- A. Booth: 6 ft. by 3 ft.                      \$30 for Heritage Senior Center members (Space is limited)
  - B. Booth: 6 ft. by 3 ft.                      \$50 for outside vendors (Space is limited)
- Please provide your own tables and one chair will be provided.

Please select your booth category (A or B) \_\_\_\_\_ Amount \$ \_\_\_\_\_

Electrical outlet needed. Yes \_\_\_\_ No \_\_\_\_

**An additional fee of \$5 will be charged for electricity and must provide your own extension cord.**

- Electrical outlet \$5 (Limited availability)
- One 6 ft. table and one chair will be provided

**TOTAL FEES:** \_\_\_\_\_ **(Fee is non-refundable)**

**Rules and Guidelines: These must be followed by all vendors accepted for the Craft Sale.**

- Set-up begins Wed., Nov. 3 at 4 p.m. and must be complete by 7 p.m. with vendors out of the building. There are no exceptions.
- Vendors can unload at the driveway on the east side of the building off Delaware Street. Prior notice is necessary.
- Park all vehicles at the farthest parking spaces to the building each day.
- No smoking or consumption of alcoholic beverages allowed on property.
- Open flames, including candles are prohibited in the building at all times.



- Vendor must always have a representative at their booth during operation hours. Do not leave your table unattended at any time.
- Vendor must be present during operational hours and arriving late or leaving early will not be allowed.
- Vendors demonstrating machinery or similar items must show proof of insurance listing the City as additional insured prior to the event.
- Vendors selling food items must provide proof of insurance listing the City as an additional insured and a City of Irving Health Department temporary food permit certification.
- Vendor will be responsible for all sales of their items.
- Heritage Senior Center has the right to limit or deny vendors based on items being sold.

Make Checks payable to: City of Irving/Heritage Senior Center

Return registration form either by mail or in person to:

Heritage Senior Center, City of Irving

Attn: Pat Davenport and Maria Rojas

200 S. Jefferson St.

Irving, TX 75060