



NRH

City of North Richland Hills
NIGHT OF HOLIDAY MAGIC

Saturday, December 3, 2016

4:00 p.m. to 8:00 p.m.

Call for Arts & Craft Vendor's

The City of North Richland Hills will celebrate its 17th annual **Night of Holiday Magic** on Saturday, December 3, 2016 and is seeking **arts and craft vendors presenting original or handmade work!** This is a juried show; jury considerations include: quality, originality, how your items are represented and our need to diversify the arts and crafts available at NOHM. The NOHM Committee reserves the right to limit the number of crafters/artists in a particular category, i.e. jewelry. We strive to provide a varied group of crafters/artists and try not to duplicate "like" items.

If you would like to be considered as an Arts & Craft Vendor for the 2016 Night of Holiday Magic please review the following information and complete the Arts & Craft Vendor Application.

A LITTLE ABOUT NIGHT OF HOLIDAY MAGIC:

This is the 17th year for Night of Holiday Magic which is the City of North Richland Hills' annual Christmas tree lighting ceremony and much more... including holiday music, entertainment on two stages, mini train rides, a marshmallow roast, photos with Santa, tree lighting, fireworks show, holiday shopping, children's activity tent and more. There are multiple holiday scenes that provide great backdrops for fun family photos or for holiday family portraits. Parking is free at Tarrant County College Northeast Campus, across from NRH₂O. Admission is free. Children's activity tent \$3.00 and mini train rides \$1.

Night of Holiday Magic is scheduled for Saturday, December 3, 2016 from 4:00 p.m. to 8:00 p.m. We will also be holding the annual Run, Run Rudolph Family Fun 5K Run & Walk which will begin at 3:00 p.m. on the Grounds of NRH₂O.

ARTS & CRAFT VENDOR INFORMATION:

1. **Craft Vendor Information:** Each interested vendor must submit an Arts & Crafts Vendor Application, a color photo of the vendor's setup, a current color photo of products to be offered for sale and a general list of craft items to be sold, including prices. Applicants must also submit a check to cover booth fees to participate in the event. All completed applications will be reviewed and selected by the Night of Holiday Magic Committee based on quality, originality, how your items are represented and our need to diversify the arts and crafts available at NOHM. The Night of Holiday Magic Committee reserves the right to prohibit the sale of items it deems inappropriate for this event.
2. **Craft Booth Fees: \$60.00** - All booths are 10' wide by 10' deep and will be set side by side in a row with access from one side only. If your booth requires more than one side to be open for customer access, please let me know and I will try and put you in a location to accommodate this. The Night of Holiday Magic Committee will assign all booth locations. You can specify a specific location, but this is not guaranteed.
3. Once you have been chosen to participate, no refunds will be given. Arts & Craft vendors not chosen to participate will have their checks returned to them by mail.
4. All Arts & Craft Vendors must be registered with the State of Texas and possess a Texas Sales Tax Permit.
5. **The City of North Richland Hills will provide the following:**
 - One 10' x 10' booth space
 - One electrical outlet from a generator
6. **All arts & craft vendors are required to provide the following for the operation of their booth:**
 - White 10' x 10' tent
 - Weights for your tent
 - Tables and chairs
 - One orange electrical cord, labeled with your name
 - **LED lights** for night time operations (LED Lights Only – No Exceptions)
 - Any other items necessary for the operation of your booth

Note: All tents will be the color white and in good condition. If you choose to use sides on your tent, they must be appropriate for use with your tent. No sheets or colored tarps. Booths will be tastefully decorated with no hand written signs.

7. **Electricity:** One electrical outlet will be provided for each craft booth. The Vendor is responsible for providing one orange electrical cord labeled with your name. You must provide your own **LED lighting** for night time operations. **LED lights are REQUIRED** to be used as they pull fewer amps from the generators. **If your booth requires more electricity than provided you must provide your own generator. If you do not provide your own generator and use something other than LED lights, your lights will be disconnected from the City's generator.**

8. **Set-up Time:** **Set-up time will be from 10:00 a.m. to 1:30 p.m. on Saturday, December 3, 2016. All vehicles must be out of the loading/unloading area by 1:30 p.m. (NO EXCEPTIONS)** Parking will be provided directly behind the pavilions located on the grounds of NRH₂O (weather permitting). The unloading area will be monitored. Participants will begin arriving as early as 2:30 p.m., so all vendors must be set up by 1:30 p.m. and all vehicles moved to the designated parking areas.

9. Craft booths may not serve any food or drinks unless a Food Vendor Application has been completed, approved and the booth has been inspected and permitted.

10. Applying for a Arts & Crafts Vendor booth for the 2016 Night of Holiday Magic does not guarantee a space at the event. All completed applications will be reviewed by the Night of Holiday Magic Committee, and vendors will be selected based on Committee decision.

All applications must be submitted no later than November 4, 2016.

For additional information or clarification, please contact Christina Lopez at clopez@nrhtx.com or 817/427-6628.

Thank you.



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Saturday, December 3, 2016

Arts & Craft Vendor Application

Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Best Day Time Phone #: _____ Cell Phone #'s: _____

Email: _____ Tax ID#: _____

Type of Craft: Please describe the type of crafts you would like to sell and attach a photo: _____

How many booth spaces do you need? _____ @ \$60 Booths are 10' wide by 10' deep.

Mail your application and check, made payable to "City of NRH" to the address below:

City of North Richland Hills
Parks and Recreation Department
P.O. Box 820609
North Richland Hills, TX 76182-0609
Attn: Night of Holiday Magic

If you have any questions you can email me at Clopez@nrhtx.com.
817-427-6628

By signing below, I hereby release and agree to hold harmless the City of North Richland Hills and its staff members from all responsibility and liability in case of injury, accident, civil dispute, theft or damage of merchandise or personal property.

Signature

Date

Vendor approved: YES NO (If not approved – Payment returned: Yes No Date: _____)

Payment Amt. Received: _____ Date: _____ Check # _____

Booth Space Assigned: _____ Staff Signature: _____