



**Sun City Texas Social Center
2 Texas Drive, Building A
Georgetown, TX 78633**

IMPORTANT NOTE: You are not guaranteed product exclusivity nor are you guaranteed against similar products being displayed next to you or in close proximity. Your prior participation in our Arts & Crafts Fair does not guarantee your acceptance at this year's Fair. This is a RAIN OR SHINE event – no refunds – no exceptions.

JURIED EVENT

To participate, your application must be approved by the Sun City Texas Arts & Crafts Fair Jury (SCTX Jury). Each application will stand on its own merit. You must apply for this year's Fair even if you have participated in our past Fairs.

All products for sale at the Fair must be handcrafted by you, the applicant. SCTX Jury looks for unique and unusual handmade items that reflect talent, creativity and skill, and displays that are attractive and professional. To achieve balance and variety, SCTX Jury reserves the right to limit the number of craft types and items.

Commercially made items are not permitted. Unacceptable items include objects that are not handcrafted by you, flea market items, imports and plastic jewelry. You will be asked to leave the Fair if you are found selling such items and you will forfeit the cost of your space.

The decision of SCTX Jury is final – no exceptions

APPLICATION INFORMATION

Communications

- All Fair-related communications from Sun City Texas will be made via email only. This includes notification about whether your application has been accepted or declined by SCTX Jury.
- You must include a valid, functioning email address on your application - please print clearly!
- It is your responsibility to monitor your emails and contact the Fair Coordinator at nancy.radek@sctexas.org if you have questions or concerns.

Location preferences and booth assignments

If your application is accepted, your space will be assigned by SCTX Jury. Please request your top three location preferences by booth number on Page 3 of the application (*refer to the attached layouts for booth numbers*).

- Receiving your preferred location is not guaranteed.
- Receiving the location you had at our past Fairs is not guaranteed.

- You *may* be assigned a booth that is priced *lower* than you requested.
- You *will not* be assigned a booth that is priced *higher* than you requested.
- Occasionally, requests for indoor spaces exceed the number of indoor spaces available.
- Since SCTX Jury is not always able to accommodate every booth preference or request for an indoor space, you may be offered a different location if your application is accepted. In this case, you will be notified by email and given the opportunity to accept or decline.

Jewelry applicants

- Indoor (ballroom) spaces limited to eight jewelry artists. One booth limit, all with electricity (*see Layout A - spaces marked 'J' - choose only 'J' spaces as your preferences*).
- Outdoor (front drive) spaces limited to four jewelry artists. One booth limit, no electricity (*see Layout B - spaces marked 'J' - choose only 'J' spaces as your preferences*).
- Outdoor (back patio/pond) spaces are unlimited until all spaces are sold. No booth limit or designated Jewelry spaces, no electricity (*see Layout C*).

Display photos

- *Display photos are required.* Photos of your booths at our past Fairs or from other fairs are acceptable. Photos from websites are not acceptable.
- Applications submitted without display photos will be deemed incomplete and will not be considered by SCTX Jury.
- We will not contact you to request missing display photos.

Product photos

- *Photos of your primary product and other products listed on your application are required.* Photos from websites are not acceptable.
- Applications submitted without product photos will be deemed incomplete and will not be considered by SCTX Jury.
- We will not contact you to request missing product photos.

Application Deadline - *Friday, July 30, 2021*

- You may submit your application by email, by U.S. Mail or by overnight delivery.
- Applications submitted by email must be received *no later than 4 p.m. on Friday, July 30, 2021.*
- Mailed applications must be postmarked *no later than Friday, July 30, 2021.*
- Spaces are not assigned on a first come, first served basis.

Payment Deadline - *Friday, August 13, 2021*

- You will receive notification of your application's acceptance or denial by email *no later than Friday, August 13, 2021.*
- Visa, Mastercard, Discover Card payments only. *No American Express, cash or checks.*
- Payment will be processed to your credit card on the day you receive your acceptance email.

PRICING FOR TWO DAYS (*EXHIBITORS MUST PARTICIPATE BOTH DAYS*)

- \$195 - \$315 – indoor Ballroom – price determined by booth size, location and electricity option
- \$15 – optional rental of one table/two chairs per space available (indoor ballroom spaces only)
- \$130 – outdoor Front Drive 10X10 – no electricity – you must bring your own tables/chairs/tents (no stakes permitted)
- \$115 – outdoor Patio/Pond 10X10 – no electricity – you must bring your own tables/chairs/tents (no stakes permitted)

PARKING DURING FAIR SET-UP – Friday, November 5

- Exhibitors may park anywhere in the Sun City Texas Social Center parking lot at 2 Texas Drive.
- If you use our Circle Drive to unload, please be courteous and move your vehicle as soon as you finish unloading.

PARKING DURING FAIR HOURS – Saturday & Sunday, November 6 & 7

To provide as many parking spaces as possible for shoppers, please follow these rules:

- Exhibitors are required to park in the Legacy Hills Pavilion Parking Lot - 200 Del Webb Blvd., and use the shuttle service provided, or exhibitors may be dropped off at the Social Center entrance at 2 Texas Drive, Bldg. A.
- Exhibitors with handicapped permits/plates may park in designated spaces in the 2 Texas Drive parking lot. First come, first served for these parking spaces.
- *Absolutely no parking is permitted behind the Social Center building – this area is reserved for emergency vehicles and employees. Unauthorized vehicles will be towed at the owner's expense.*
- *Absolutely no overnight parking is permitted in the Legacy Hills Pavilion Parking Lot – 200 Del Webb Blvd., or in any Sun City Texas parking lots. Unauthorized vehicles will be towed at the owner's expense.*

TABLES, TENTS, ELECTRICITY

- Indoor Ballroom spaces only – exhibitors may bring their own tables and chairs or rent one table and two chairs for a fee of \$15 per space. Rental table size is 8-ft. long x 2.5-ft. wide x 30 in. drop.
- All indoor Ballroom tables must be covered and skirted to the floor. Exhibitors must bring their own table coverings, including coverings for tables rented from Sun City Texas.
- For indoor Ballroom spaces, exhibitors who purchase spaces with electricity must bring their own extension cords (15–20 ft. are recommended). *No electricity available for outdoor spaces.*
- Outdoor exhibitors must bring their own tables - no table rental option available.
- Tents:
 - For indoor 10X10 spaces – tents *without* tops only
 - For outdoor 10X10 spaces – tents *with* tops may be used and are recommended. Tents must be weighted with at least 30 lbs. per leg (no stakes permitted).

PRODUCT SALES

- *Sun City Texas does not assess a fee to participate in the Fair.*
- Exhibitors will handle all monetary transactions (sales, taxes, etc.).
- It is recommended that exhibitors have business cards available to distribute to Fair attendees and customers.
- If Sun City Texas receives inquiries, we will share exhibitors' email addresses and/or phone numbers.

FAIR SET-UP *(THESE ARE THE ONLY DATES AND TIMES PERMITTED FOR SET-UP)*

- Friday, November 5 between 2 p.m. – 8 p.m.
- Saturday, November 6 between 7 a.m. – 8:30 a.m.
- On Saturday, exhibitors must be ready for customers by 8:30 a.m.
- On Sunday, exhibitors must be ready for customers by 10:45 a.m.

FAIR TAKE-DOWN

(EXHIBITORS WHO TAKE DOWN EARLY WILL FORFEIT THEIR INVITATION TO OUR NEXT FAIR)

- Sunday, November 7 between 4 p.m. – 6 p.m.
- Outdoor vendors: early take-downs will only be permitted in the event of inclement weather as announced by the Fair Coordinator.

QUESTIONS? Please contact Fair Coordinator at nancy.radek@sctexas.org

By submitting your application, you acknowledge that you have read, understand and agree to all information in this document as well as the attached Terms and Conditions document regarding Fair participation.

HOW TO APPLY

You may submit your application by email, by U.S. Mail or by overnight delivery.

- Email applications to nancy.radek@sctexas.org - must be received *no later than 4:00 p.m. on Friday, July 30, 2021.*
- Mailed applications must be postmarked *no later than Friday, July 30, 2021.* Please send to:

Sun City Texas Community Assn.
Attn: Nancy Radek
2 Texas Drive, Bldg. A.
Georgetown, TX 78633

- All applicants will receive an email confirming receipt of their application. If you do not receive an email confirmation, your application has not been received by the Fair Coordinator. Please follow up with the Fair Coordinator at nancy.radek@sctexas.org if you submit an application, but do not receive an email confirmation of receipt.

WHAT INFORMATION MUST I SUBMIT TO APPLY?

- Application Form (Page 1)
- Product Creation Description (Page 2) – use additional pages, if necessary
- Booth Preferences and credit card information* (Page 3)
- Display photos and Product photos

*Credit card information is required with your application. Upon acceptance of your application, payment for your assigned space will be processed to your credit card. Once your application has been accepted and your payment has been processed, *no refunds will be issued.*

Questions about how to submit your application? Contact nancy.radek@sctexas.org

Applications missing any of the above information will be deemed incomplete and will not be considered. Please review your application carefully before submitting to make sure it is complete. SCTX Jury will not contact you to request missing information – thank you!

TERMS & CONDITIONS

Purchase of space is my agreement to abide by the Terms and Conditions set forth by the Sun City Community Association.

1. SPACE ASSIGNMENT: Exhibitor selects space as part of online registration process. Sun City Community Association reserves the right of that decision and the right to amend the floor plan or relocate spaces at its discretion.

2. PAYMENT FOR SPACE: Applications will not be processed without payment. Exhibitors who withdraw are not eligible for a refund.

3. LIABILITY: Neither SUN CITY COMMUNITY ASSOCIATION nor its agents or representatives will be responsible for any injury, loss or damage that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever. Under no circumstances will SUN CITY COMMUNITY ASSOCIATION be liable for lost profits or other incidental or consequential damages. SUN CITY COMMUNITY ASSOCIATION shall not be liable for failure to perform its obligations under this contract as a result of strikes, riots, acts of God, or any other cause beyond its control. Anyone visiting, viewing or otherwise participating in the Fair/show is deemed to be the invitee or licensee of the Exhibitor rather than the licensee of SUN CITY COMMUNITY ASSOCIATION. Exhibitor agrees to abide by existing agreements and regulations covering the use of services or labor in the convention and exhibit facility. The Exhibitor assumes full responsibility and liability for the actions of its agents, employees, or independent contractors, whether acting within or without the scope of their authority resulting directly or indirectly, or jointly from other causes which arise because of the actions or omissions of its agents, employees, or independent contractors, whether acting within or without the scope of authority. There is no other agreement or warranty between the Exhibitor and SUN CITY COMMUNITY ASSOCIATION except as set forth in this document. The rights of SUN CITY COMMUNITY ASSOCIATION under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of SUN CITY COMMUNITY ASSOCIATION. This contract shall be governed by Texas State Law.

4. INSURANCE: Valuable items are the responsibility of the individual exhibitors and should be secured when the exhibits are closed. In all cases, exhibitors wishing to insure their goods must do so at their own expense.

5. RESONSIBILITY OF THE EXHIBITORS:

A. The Exhibitor is responsible for damage to property. No signs or other articles may be affixed, nailed or otherwise attached to walls, doors, etc., in such manner as to deface or damage them. Likewise, no attachments may be made to the floors by nails, screws, or any other device which would damage or mar them.

B. Exhibits must be self-contained within the exhibitor's area assigned, and neither chairs, furniture or exhibit materials are to be placed outside the booth area, nor set up in such a manner as to block any exits.

C. Exhibitors displaying equipment where there is a possibility of oil drippings or other foreign matter must provide a tarpaulin or other adequate protection to the floor or carpet.

D. Exhibitors shall abide by those rules and regulations that SUN CITY COMMUNITY ASSOCIATION may promulgate regarding the conduct of exhibitors at SUN CITY COMMUNITY Association's Fairs. Exhibitors shall conduct themselves in a professional and ethical manner at all times during the Fair. Exhibitor acknowledges that the materials displayed at booths of other exhibitors at the fair are for the use of said other exhibitors and fair attendees only, and exhibitors shall not obtain any such materials from another exhibitor's booth without the prior consent of the other exhibitor.

E. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Sun City and shall indemnify and hold harmless SUN CITY COMMUNITY ASSOCIATION and any authorized representative, agent or employee of the forgoing of any and all losses, damages and claims.

6. Venue: The Sun City Social Center is located at 2 Texas Drive, Bldg. A, Georgetown, TX 78633.

7. Space: Participants are limited to the space provided to them, no displays shall interrupt aisle ways.

8. OBJECTIONABLE DISPLAYS: Displays shall not be obtrusive, noisy or otherwise objectionable, nor shall they violate municipal, state or federal laws, rules or regulations, including safety codes.

9. SHIPPING: All exhibit freight, boxes and equipment must be brought to and removed from the Sun City Village Center.

10. USE OF EXHIBIT: Exhibitor shall not assign, sublet or share the space allotted without the knowledge and written consent of the SUN CITY COMMUNITY ASSOCIATION. Exhibitors must display only the goods manufactured or services rendered by that registered exhibitor in their regular course of business or described in the contract. SUN CITY COMMUNITY ASSOCIATION reserves the right to restrict exhibits which, because of noise, method of operation, materials or for any other reason become objectionable, and also to prohibit or to remove any exhibit, which, in the opinion of SUN CITY COMMUNITY ASSOCIATION, may detract from the general character of the Exposition as a whole, or consist of products or services inconsistent with the purpose of the Exposition.

This reservation includes persons, things, conduct, printed matter, and anything of a character which SUN CITY COMMUNITY ASSOCIATION determines is objectionable. In the event of such restriction or removal, SUN CITY COMMUNITY ASSOCIATION shall not be liable for any refunds or other exhibit expenses.

11. SOUND SYSTEM: The use of sound systems is permissible, provided that the sound is not audible more than 2 feet into the aisle or into neighboring booths, and that the sound is directed into the exhibitor's booth or vertically. SUN CITY COMMUNITY ASSOCIATION shall have absolute control over the implementation of this regulation, the intent of which is that sound systems shall not be audibly objectionable to neighboring exhibitors.

12. EXHIBITOR'S PROTECTION: Exhibitors are allowed to promote only from their own assigned exhibit space. No unassigned firms or organizations will be permitted to solicit business within or near the exhibit area.

13. AGREEMENT OF CONDITIONS: Each exhibitor, for themselves and their employees, agrees to abide by these conditions and by subsequent amendments and additions; it being understood and agreed that the sole control of the exhibit hall rests with the SUN CITY COMMUNITY ASSOCIATION.

14. USE OF SUN CITY: By virtue of attending a Sun City event exhibitors and constituents are not associated with Sun City Texas. 'Sun City' and 'Sun City Texas' are copyrighted and cannot be used to sell services or brand products.

15. POLICY: SUN CITY TEXAS COMMUNITY ASSOCIATION reserves the right to accept or reject any vendor at its sole discretion.

APPLICATION FORM (PAGE 1)

(PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION)

Applicant Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Email Address _____
(Valid, functioning email address is required)

Phone # _____ Website (optional) _____

Check one:

JEWELRY

NON-JEWELRY

Your primary product _____

Your other products _____

Price range of your products _____

APPLICATION (PAGE 3)

BOOTH PREFERENCES *(refer to attached layouts)*

1st choice – space # _____ 2nd choice – space # _____ 3rd choice – space # _____

	QUANTITY	COST
INDOOR BALLROOM SPACES		
<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="width: 20px; height: 20px; background-color: #90EE90; margin-right: 5px;"></div> <div style="margin-right: 10px;">\$315</div> <div> 10X10 corner, 2 sides open, with electricity 10X10 corner, 3 sides open, no electricity </div> </div>	_____	_____
<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="width: 20px; height: 20px; background-color: #FF0000; margin-right: 5px;"></div> <div style="margin-right: 10px;">\$265</div> <div> 10X10 wall, 1 side open, with electricity 5X15 wall, 1 side open, with electricity 9X9 corner, 2 sides open, with electricity </div> </div>	_____	_____
<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="width: 20px; height: 20px; background-color: #0000FF; margin-right: 5px;"></div> <div style="margin-right: 10px;">\$245</div> <div> 10X10, 1 side open, no electricity 9X9 corner, 2 sides open, no electricity 10X8, 1 side open, with electricity </div> </div>	_____	_____
<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="width: 20px; height: 20px; background-color: #FFD700; margin-right: 5px;"></div> <div style="margin-right: 10px;">\$195</div> <div> 9X9, 1 side open, no electricity </div> </div>	_____	_____
OUTDOOR SPACES		
<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="margin-right: 10px;">\$130</div> <div> Front Drive 10X10, no electricity, no tables provided </div> </div>	_____	_____
<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="margin-right: 10px;">\$115</div> <div> Patio/Pond 10X10, no electricity, no tables provided </div> </div>	_____	_____
TABLE/CHAIR RENTAL (optional)		
<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="margin-right: 10px;">\$15</div> <div> 8-ft. x 2.5-ft. table and 2 chairs per space (indoor only) </div> </div>	_____	_____

TOTAL PAYMENT DUE

CREDIT CARD INFORMATION *(payment will be processed upon acceptance of your application)*

VISA / MASTERCARD / DISCOVER (NO AMERICAN EXPRESS, CASH OR CHECKS)

Credit Card Number _____ Expiration Date (mo/yr) _____

3-digit Security Code _____

Billing Address attached to Card:

Street address _____

City/State _____

Zip _____

OVERALL LAYOUT

CRAFT CENTER
Creative Clay & China
Fabric & Fiber



BACK PATIO/POND

802 – 833
(LAYOUT C)

Door to Back
Patio/Pond

Lobby

SCTX Clubs
Photo &
Woodworking

Entrance

BALLROOM

101 – 605

(LAYOUT A)

**Community Association
Offices**



ROUGH DIAGRAM-NOT TO SCALE
shows general locations

FOOD



Rotary
Information
Tent

Shuttle Drop-off
& Pickup

**TENNIS
COURTS**



Parking for
Shoppers

Front Drive
61 – 74
(LAYOUT B)

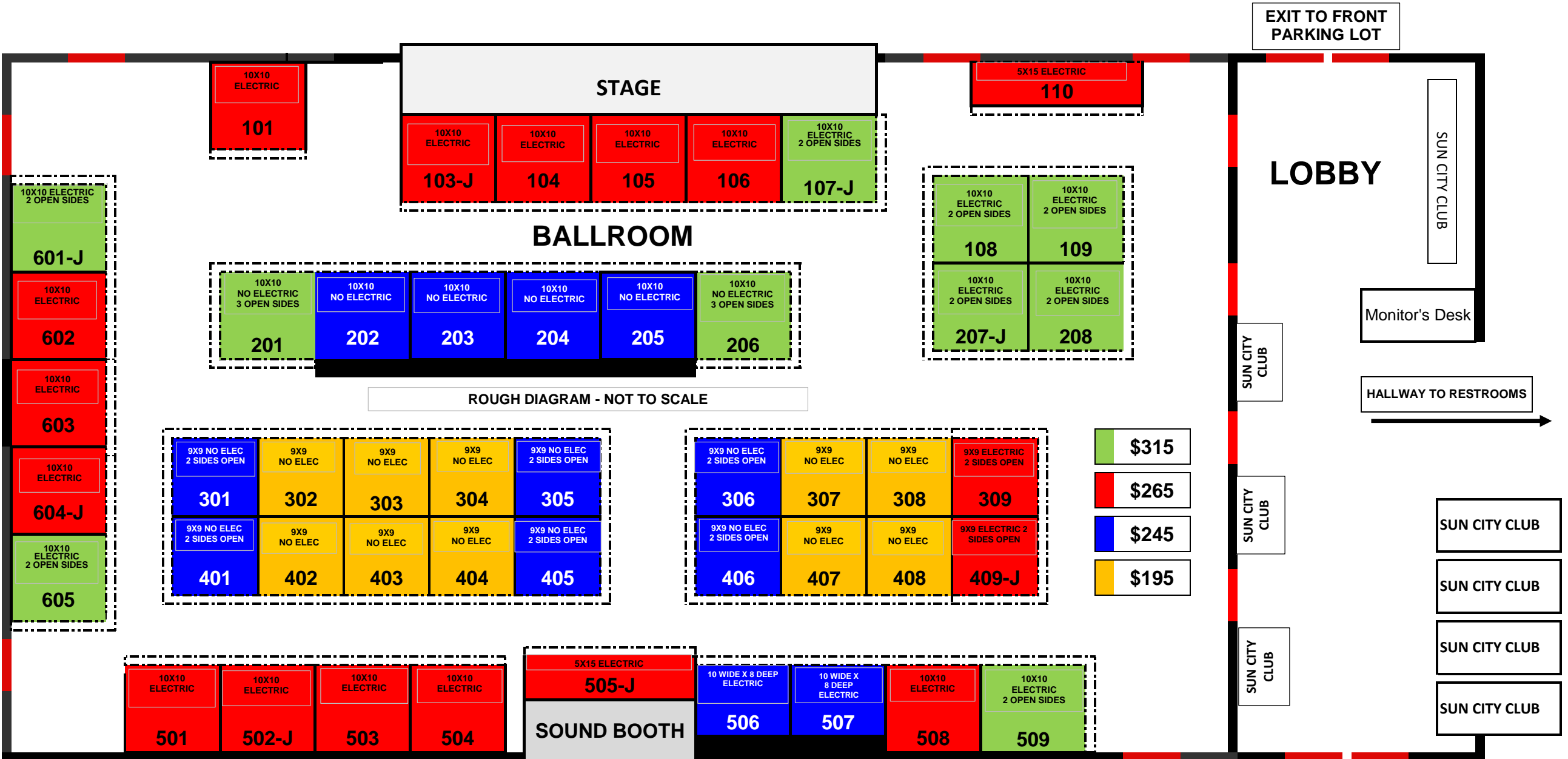
Front Drive
75 – 87
(LAYOUT B)

Parking for
Shoppers

Main Entrance – 2 Texas Drive, Bldg. A, Social Center

LAYOUT A - BALLROOM

HILL COUNTRY ARTS & CRAFTS FAIR - NOVEMBER 6-7, 2021



NOTES
 Broken lines indicate OPEN sides of booths.
 Heavy black line on back side of 202-205 is pipe and drape.
 No other dividers provided by Sun City Texas.

LAYOUT B
Front Drive

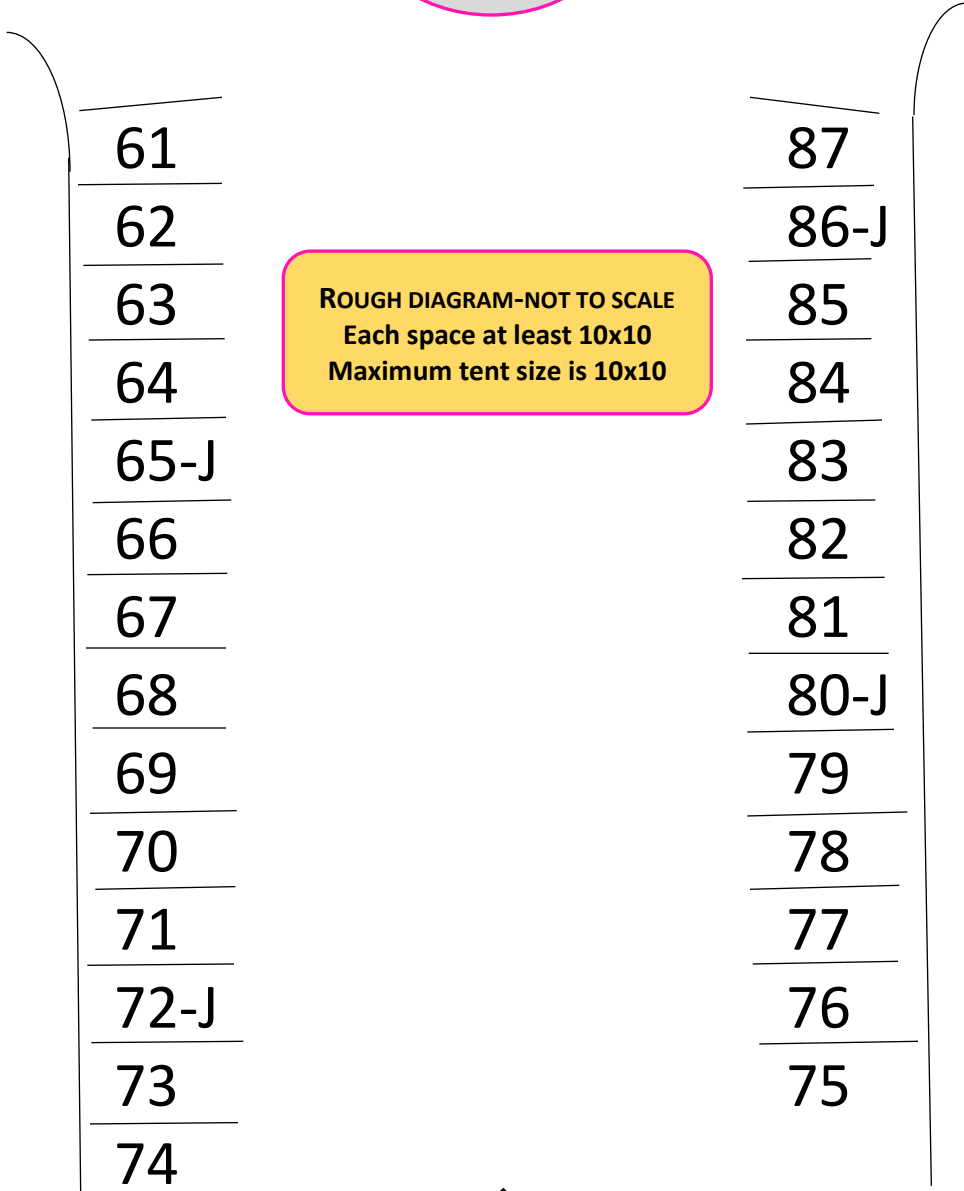
**Social Center - Entrance to
Lobby & Ballroom**

**Craft Center &
Restrooms**



OUTDOOR FRONT DRIVE
SPACES 61 – 87
\$130 per space
No electricity
J = Jewelry only exhibitors

**FOOD
TRUCKS**



ROUGH DIAGRAM-NOT TO SCALE
Each space at least 10x10
Maximum tent size is 10x10

Main entrance – 2 Texas Drive, Bldg. A. – Social Center



LAYOUT C
Back Patio / Pond

ROUGH DIAGRAM
Spaces are subject to movement
and/or rearrangement based on
number of participants

Loading
Zone

Spaces 802-833

\$115 per space
No electricity

GREEN = Booths on grass
GRAY = Booths on pavement

Loading
Zone

**BACK
PATIO**

**Doors from
Lobby to
Patio/Pond**

SUN CITY TEXAS CLUBS
Craft Center

Loading
Zone

