



**Hill Country Arts & Crafts Fair (the “Fair”)  
Sun City Texas Social Center  
2 Texas Drive, Bldg. A  
Georgetown, TX 78633**

**IMPORTANT!** You are not guaranteed product exclusivity nor are you guaranteed against similar products being displayed in close proximity. Your prior participation in our Arts & Crafts Fair does not guarantee your acceptance this year, or that you will be assigned to the same space you had at previous Fairs. This is a RAIN OR SHINE event. Accepted applicants who withdraw for any reason are not eligible for a refund.

**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 at 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**

QUESTIONS? Please contact Fair Coordinator at [nancy.radek@sctexas.org](mailto:nancy.radek@sctexas.org)

**BEFORE you apply, please read this important 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](mailto:nancy.radek@sctexas.org) if you have questions or concerns.

### *Location preferences and booth assignments*

If your application is accepted, your space number 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).

- **To achieve balance and showcase a variety of items, indoor Ballroom spaces will be limited to one per exhibitor.**
- Receiving your preferred location is not guaranteed.
- Receiving locations you had at past Fairs is not guaranteed.
- Spaces are not assigned on a first come, first served basis.
- 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 request for an indoor space, you may be offered an outside location if your application is accepted. In this instance, you will be notified by email and given the opportunity to accept or decline.

### *Jewelry-Only applicants*

- Indoor Ballroom spaces limited to eight jewelry-only artists. One booth limit - not all 'J' spaces have electric. (*see Layout A - spaces marked 'J' - choose only 'J' spaces as your preferences*).
- Outdoor (Front Drive) spaces limited to four jewelry-only 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 required (.jpg and .png formats only)*

- Display photos are required – limit 3 photos total. Photos of your booths at our past Fairs or from other fairs are acceptable. Website photos 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 required (.jpg and .png formats only)*

- Photos of your primary product and other products listed on your application are required – limit 1 photo per product. Website photos 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, August 18, 2023**

- You may submit your application by email, by U.S. Mail or by overnight delivery.
- Emailed applications must be received no later than 4 p.m. on August 18, 2023.
- Mailed applications must be postmarked no later than August 18, 2023.

## Payment Deadline - **Tuesday, September 5, 2023**

- You will receive notification of your application's acceptance or denial by email no later than September 5, 2023.
- Visa, Mastercard, Discover Card payments only. **No American Express, cash or checks accepted.**
- 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/Lobby – price determined by booth size, location and electricity option
- \$20 – optional rental of one table/two chairs per space available (indoor spaces only)
- \$130 – outdoor Front Drive 10 X 10 – no electricity – you must bring your own tables/chairs/tents (no stakes permitted)
- \$115 – outdoor Patio/Pond 10 X 10 – no electricity – you must bring your own tables/chairs/tents (no stakes permitted)

## PARKING DURING FAIR SET-UP – Friday, November 3

- 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 4 & 5

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. No reserved parking.

No parking is permitted behind the Social Center building – this area is reserved for emergency vehicles and employees. Unauthorized vehicles will be towed at owner's expense.

Overnight parking is only permitted in the Legacy Hills Pavilion Parking Lot – 200 Del Webb Blvd. This parking lot is not patrolled by security, and break-ins have occurred at this location. The safety and security of vehicles/trailers/property is not guaranteed nor is liability assumed by Sun City Texas CA or by Sun City Rotary.

## TABLES, TENTS, ELECTRICITY

- Indoor Ballroom/Lobby spaces only – exhibitors may bring their own tables and chairs or rent one table and two chairs for a fee of \$20 per rental. Table size is 8-ft. long x 2.5-ft. wide x 30 in. drop.
- All indoor Ballroom/Lobby 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/Lobby spaces, exhibitors who purchase spaces with electricity must bring their own extension cords (15–20 ft. are recommended).
- Outdoor exhibitors must bring their own tents, tables/chairs - no rental option available.
- No electricity available for outdoor spaces.
- Tents:
  - For indoor 10 X 10 spaces – tents *without* tops only. No covered displays allowed indoors.
  - For outdoor 10 X 10 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 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 3 between 2 p.m. – 8 p.m.
- Saturday, November 4 between 7 a.m. – 8:30 a.m.
- Security staff will be onsite to patrol outdoor sales areas at 2 Texas Drive during the evenings of Friday, November 3 and Saturday, November 4.

The safety and security of your sale items, property and vehicles are not guaranteed. No liability is assumed by Sun City Texas CA or by Sun City Rotary.

## FAIR TAKE-DOWN

- Sunday, November 5 between 4 p.m. – 6 p.m.
- Exhibitors who take down early will forfeit their invitation to the next Fair.
- Outdoor vendors: early take-downs will only be permitted in the event of inclement weather as announced by the Fair Coordinator.

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

## HOW TO APPLY

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

- Email applications to [nancy.radek@sctexas.org](mailto:nancy.radek@sctexas.org) - must be received no later than 4:00 p.m. on August 18, 2023. (Pdf, .jpg and .png formats only)
- Mailed applications must be postmarked no later than August 18, 2023. Please mail 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](mailto: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. Do not leave this page blank.
- Booth Preferences and credit card information\* (Page 3)
- Display photos (limit 3 total) and Product photos (limit 1 photo per product)

\*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.

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Accepted applicants who withdraw for any reason are not eligible for a refund.

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Applications that are missing 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!

# APPLICATION FORM (PAGE 1)

(PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION)

Applicant Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_  
(a valid, functioning email address is required)

Phone # \_\_\_\_\_

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*)

1<sup>st</sup> choice – space # \_\_\_\_\_ 2<sup>nd</sup> choice – space # \_\_\_\_\_ 3<sup>rd</sup> choice – space # \_\_\_\_\_

		QUANTITY	COST
<b>INDOOR BALLROOM SPACES</b>			
	<b>\$315</b>		
	10X10 corner, 2 sides open, no electric	_____	_____
	10X10 corner, 2 sides open, with electric	_____	_____
	10X10 corner, 3 sides open, no electric	_____	_____
	<b>\$265</b>		
	10X10 wall, 1 side open, with electric	_____	_____
	5X15 wall, 1 side open, with electric	_____	_____
	<b>\$245</b>		
	10X10, 1 side open, no electric	_____	_____
	9X9 corner, 2 sides open, no electric	_____	_____
	10X8, 1 side open, with electric	_____	_____
	<b>\$195</b>		
	9X9, 1 side open, no electric	_____	_____
	8X7 table space (lobby), with electric	_____	_____
<b>OUTDOOR SPACES</b>			
	<b>\$130</b>		
	Front Drive 10X10, no electric, no tables provided	_____	_____
	<b>\$115</b>		
	Patio/Pond 10X10, no electric, no tables provided	_____	_____
<b>TABLE/CHAIR RENTAL (optional)</b>			
	<b>\$20</b>		
	8-ft. x 2.5-ft. table and 2 chairs per space (indoor Ballroom only)	_____	_____

**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 \_\_\_\_\_

# TERMS & CONDITIONS

## 2023 Arts and Crafts Fair

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

**1. ASSIGNMENT OF SPACE:** SUN CITY COMMUNITY ASSOCIATION will assign spaces based on availability and preferences stated on application. Similar products may be adjacent or in close proximity. SUN CITY COMMUNITY ASSOCIATION reserves the right to amend the floor plan or relocate exhibits at its discretion.

**2. PAYMENT FOR SPACE:** The rate per space ranges from \$115 - \$315; \$20 for table/chair rental per indoor Ballroom space. Applications will not be processed without payment. Exhibitors who withdraw for any reason 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 Hill Country Arts and Craft Fair 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. RESPONSIBILITY 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 or any Sun City property.

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 or aisles.

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:** Exhibitor spaces vary in size. Additional booth furnishings, electricity, as well as other items may be obtained at the Exhibitor's expense.

**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. All generators are strictly forbidden.

**9. SHIPPING:** All exhibit freight, boxes and equipment must be brought to and removed from Sun City property.

**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 handcrafted items 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 fair as a whole, or consist of products or services inconsistent with the purpose of the fair. 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.

## General Information

Set – up  
Friday, Nov. 3, 2 - 8 p.m.  
Saturday, Nov. 4, 7 – 8:30 a.m. All displays must be ready and open for business at 8:30 a.m. on Saturday, Nov. 4 and 10:45 a.m. on Sunday, Nov. 5.

Display  
Exhibitors are responsible for their displays. Tables must be covered or skirted to the floor.

Fair Hours  
Saturday, Nov. 4, 9 am– 5 pm  
Sunday, Nov. 5, 11 am– 4 pm

Take - down  
Sunday, Nov. 5, 4 - 6:00 pm. No early take-downs. Early take-downs forfeit subsequent invitations.

**OVERALL LAYOUT**

**BACK PATIO/POND**  
**802 – 833**  
**(LAYOUT C)**

**CRAFT CENTER**  
Creative Clay & China  
Fabric & Fiber  
Stained Glass



Door to Back  
Patio/Pond

**Community Association  
Offices**



**Lobby**  
SCTX Clubs  
Photography,  
Visual Arts,  
Woodworking

**BALLROOM**  
**101 – 605**  
**(LAYOUT A)**

ROUGH DIAGRAM-NOT TO SCALE  
shows general locations



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 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**

- 61
- 62
- 63
- 64
- 65-J
- 66
- 67
- 68
- 69
- 70
- 71
- 72-J
- 73
- 74

- 87
- 86-J
- 85
- 84
- 83
- 82
- 81
- 80-J
- 79
- 78
- 77
- 76
- 75

**ROUGH DIAGRAM-NOT TO SCALE**  
Each space at least 10 X 10  
Max. tent size 10 X 10



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

**LAYOUT C**  
**Back Patio / Pond**

**SPACES 802-833**  
\$115 per space  
no electricity  
approx. 10 X 10  
(max.tent size 10 X 10)  
GREEN=on grass  
GRAY=on pavement

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

**SUN CITY TEXAS CLUBS**  
Craft Center

# Memorial Plaza

Loading Zone

Loading Zone

BACK  
PATIO

Doors from Lobby  
to Patio/Pond

Loading Zone

