

UTHealth School of Dentistry

Spring 2019 Craft Fair

The UTHealth School of Dentistry Staff Relations Council (SOD-SRC) will sponsor a craft fair **Tuesday, April 16, 2019** from **11 a.m. to 2 p.m.** inside the lobby of The Denton A. Cooley, MD and Ralph C. Cooley, DDS University Life Center, 7440 Cambridge St., Houston, 77054. Set-up for vendors starts at 10 a.m.

FEES

Registration fee includes a 6-foot table and a chair. Extra tables can be provided for an additional fee of \$10 per table. Profits from booth fees will benefit SRC activities at the School of Dentistry.

	Before April 1	After April 1
UTHealth Employee/Student	\$30	\$55
Non-UTHealth Participant	\$50	\$75

Please complete the application on page 3 and send or drop off the completed application and a check payable to **UTHSC** to:

7500 Cambridge, Ste 5130, Houston, TX, 77054
Attention: Angelica Fernandez

Be sure to read the attached "Guidelines for Participants." In addition, please give a detailed description of the items you will be selling. You will receive an email confirmation including your assigned vendor space.

If you would like to receive invites for this annual event, please be sure to indicate that in your answer to this question on the application.

We look forward to your participation in this event and appreciate your support.

Sincerely,

Staff Relations Council Members

UTHealth School of Dentistry at Houston

Any questions?

Please contact Angelica Fernandez at 713-486-4127 or Angelica.Fernandez@uth.tmc.edu

Or Connie Dieringer at 713-486-4413 or Connie.J.Dieringer@uth.tmc.edu or

GUIDELINES FOR PARTICIPANTS

1. Those eligible for participation in the craft fair include current and retired UTHealth employees, students, residents, alumni, family and friends.
2. All products MUST be handcrafted by you and/or a family member. Absolutely NO resale, garage sale items, flea market items, imported or retail items will be allowed.
3. Vendors must have their booths set up no later than 10:30 a.m. There will be one table per booth space, unless you have requested additional tables at \$10 a table. If you are late, you will not be allowed to set up. Vendors cannot tear down booths prior to 1 p.m., and should be ready to tear down at 2 p.m. It is in your best interest to bring a family member, partner, or friend to assist you in loading and unloading your vehicle.
4. Absolutely NO tape, thumbtacks, or sticky tabs will be allowed on the walls or the glass of the Cooley Center.
5. Food items are subject to approval.
6. Cancellations must be made prior to Monday, April 1, 2019 via email (Angelica.Fernandez@uth.tmc.edu) to receive a refund.
7. Items should be reasonably priced for your benefit.

Please note that guidelines will be enforced. Violators may be asked to leave the fair and will not be invited back the next year.

VENDOR APPLICATION

Please acknowledge your participation in the 2019 SOD-SRC Craft Fair:

- Yes, I have read and fully understand and agree with the guidelines for participants.

Would you like to rent any **additional** tables?

- No
- 1 for \$10
- 2 for \$20

Contact Name:

Name of Business:

Detailed description of the items you will be selling:

Relation to UTHealth:

Email Address:

Phone Number:

Would you like an annual invite to this craft fair?

- Yes
- No