

CHRISTMAS AT OLD FORT CONCHO 2018

FORT CONCHO NATIONAL HISTORIC LANDMARK

630 SOUTH OAKES

SAN ANGELO, TEXAS 76903



Dear Exhibitor:

You are cordially invited to submit an application for participation in our 37th annual Christmas at Old Fort Concho celebration on December 7-8-9, 2018.

Fort Concho is a National Historic Landmark and Christmas at Old Fort Concho is our biggest fundraiser. Profits generated from this event go to fund the restoration efforts for our 21 buildings on our 40 acre site and for ongoing educational programs.

Hundreds of volunteers work year-round making Christmas at Old Fort Concho an annual success. Attendance has been around 15,000 - 18,000 yearly. In addition to the wonderful shopping with over 75 varied vendors, this fun-filled weekend includes children's activities, living history reenactors, fabulous food, and ongoing entertainment. This is **not** your typical convention center show!

Enclosed is a fact sheet about the event, including frequently asked questions and a few hints to help with the application process.

The application deadline is Friday, May 25, 2018. Interested exhibitors are encouraged to return completed application and supporting materials as soon as possible as timeliness of receipt may be a factor in some selection decisions. All applications must be received by mail. No electronic submissions will be accepted.

If you have any questions or need further information, please call Carol Cummings, Special Events Coordinator, at (325) 657-4441, email events@fortconcho.com, or Brenda Lehr, Exhibitor Chairman at (325) 656-8786 or email bjlehr@hotmail.com.

Sincerely,

Christmas at Old Fort Concho Committee

Christmas at Old Fort Concho 2018

EXHIBITOR FACT SHEET



Dates: **Christmas at Old Fort Concho** will be held:

Friday, December 7th from 3:00 P.M. to 8:00 P.M.

Saturday, December 8th from 9:00 A.M. to 7:00 P.M.

Sunday, December 9th from 11:00 A.M. to 4:00 P.M.



A jury will select exhibitors on the basis of quality, type, creativity of work, uniqueness and display. This show is a mixture of merchants and artisans. Our goal is to make this event profitable for both participants and Fort Concho. With this in mind, we will strive to keep a balance of quality merchandise with as little duplication as possible.



APPLICATIONS WILL NOT BE CONSIDERED WITHOUT PICTURES! Pictures of typical booth displays and pictures of representative individual items must be included with your application. Jury participants change yearly, so previous CaOFC exhibitors must send in a new application with pictures each year. It is to your advantage to provide clear illustrations. Please specify if you need more than one space.



YOU MAY NOT ADD MERCHANDISE THAT HAS NOT BEEN JURIED WITHOUT THE APPROVAL OF THE COMMITTEE. YOU MAY NOT REDUCE PRICES DURING THE SHOW. This ensures fairness for all.



Fort Concho does not charge a commission on sales. A single rental fee is prepaid by the exhibitor. Booth spaces depend on location. Barracks spaces rent for \$300.00. Officers' Quarters and Commissary spaces rent for \$450.00.

Spaces vary in size according to location.

Barracks spaces average 9' x 12'.

Commissary spaces are approximately 9' x 13'.

Officers' Quarters spaces vary in size but the majority are 15' x 18'.

If accepted, more exact space dimensions will be sent to you on receipt of contract and payment. If you have special space concerns (for example, a 10' x 10' booth vs. 9' x 12'), please indicate such. These concerns will be handled on a case by case basis and could result in an increase in rental fees.



Please note: Commissary, Barracks 6 and Officers' Quarters 1, 8, and 9 spaces all have heat and good lighting. Barracks 2 and Officers' Quarters 6 spaces have limited heat and electricity. If weather is extremely cold, the fort does provide heaters that meet the requirements of the Fire Marshall's Office. Additional heaters are not allowed due to electrical and fire concerns.



Deadline for application is **Friday, May 25th**. Return your application as soon as possible! Spaces are limited! We will conduct a merchant jury to select our exhibitors, and you will be notified of your status as soon as possible. Interested exhibitors are encouraged to return completed application and supporting materials as soon as possible as timeliness of receipt may be a factor in some selection decisions. Partial and incomplete applications only slow the process.



This application does not ensure acceptance into Christmas at Old Fort Concho. **DO NOT SEND ANY MONEY WITH THIS APPLICATION.** If selected, you will receive a letter of acceptance and a contract. Booth assignments will be made after the selection process is complete and signed contracts and booth deposits have been received.

Christmas at Old Fort Concho 2018

Exhibitor Application

NOTE: All merchants and artisans must send labeled photographs or slides representative of their merchandise and booth displays with this application. **APPLICATIONS WILL NOT BE CONSIDERED WITHOUT PHOTOGRAPHS.** You may also wish to submit samples or brochures. Selection is based on these pictures and samples. **Photographs/slides will not be returned.**

PLEASE PRINT LEGIBLY OR TYPE

Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (____) _____ Cell Phone Number: (____) _____

E-mail address: _____

Indicate 1st, 2nd, & 3rd Location Preference: _____ Barracks _____ Officers' Quarters _____ Commissary

What categories best describe your merchandise? What percentage of each category makes up your booth?

Accessories	_____%	Decorative itmes	_____%	Imports	_____%	Textiles	_____%
Antiques	_____%	Dolls	_____%	Fine Jewelry	_____%	Toys	_____%
Art work	_____%	Gifts	_____%	Costume Jewelry	_____%	Wood craft	_____%
Books	_____%	Foods	_____%	Pottery	_____%	Other:	_____%
Christmas items	_____%	Furniture	_____%	Stained Glass	_____%		
Clothing	_____%	Folk art	_____%	Quilts/quilt items	_____%		

What price range is your merchandise?

Under \$25 \$26-99 \$100-199 \$200-\$500 Over \$500

Describe your merchandise and what makes it unique: (use back page or additional sheet if necessary)

List previous shows you have participated in: (use back page or additional sheet if necessary)

Will you be giving out food samples? ____ yes ____ no

Have you attended Christmas at Old Fort Concho before as a vendor? If so, when? _____

Would you like your previous booth location? If yes, this location is: _____

Deadline: Friday, May 25, 2018

Mail application to: Christmas at Old Fort Concho Committee
630 South Oakes
San Angelo, Texas 76903

*** **THIS APPLICATION DOES NOT GUARANTEE SELECTION** ***