

2015 JSC Annual Holiday Bazaar Application

Please return form via email to [Cyndi Kibby](#) or [Lisa Villarreal](#) or fax to 281-244-0575. Payment can be made at the Gilruth Center via cash, check or credit card or, you may fill out the attached credit card authorization form and return to me via email or fax. A link will be provided for registration payment after your application has been approved. **\$10 Application fee is due when submitted.**

Please do not include your credit card number on any documents sent electronically. We will call you for that information after the form is received.

NAME: _____

Check one: JSC Team Member _____ Family Member _____ Friend _____ Other _____

PHONE: _____ E-MAIL _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Holiday Bazaar – located in Gymnasium and Ballroom

\$10.00 Non-refundable application fee is due when application is submitted.

(Starport membership badge number must be submitted below to waive application fee/no refunds for omissions)

Charges for booth fees, tables and electricity are not due until application has been approved.

Application Fee _____ @ \$10.00/each = \$ _____ Starport Member # _____

Number of Spaces _____ @ \$55.00/each = \$ _____
(2 chairs per booth included)

Number of Tables _____ @ \$12.00/each = \$ _____

Electricity Needed? _____ @ \$12.00/each = \$ _____

Total Fee: \$ _____

Items being sold: _____

SPECIAL REQUESTS: (Be Specific – request will be honored by availability and on a “First come, First Served” basis) No Guarantees.

By signing, I am stating that I have read and understand the enclosed JSC Flea Market/Craft Fair rules and regulations and agree to abide by them.

Signature: _____ Date: _____

Printed Name: _____

For more information contact:

Cyndi Kibby
Event Specialist, NASA-JSC Exchange/Starport
Email: cynthia.j.kibby@nasa.gov

Lisa Villarreal
Administrative Assistant, NASA-JSC Exchange
Email: lisa.m.villarreal@nasa.gov

For Starport use only:

Payments Received: Application Fee _____ Booth, Tables, Electricity _____ Balance Due _____

Notes: _____

Rules and Regulations

1. The Holiday Bazaar will take place in the Gilruth Center Gymnasium and Alamo Ballroom. It is intended as an opportunity for vendors to sell homemade/handmade craft items, baked goods, new products, etc.
2. All spaces are assigned and reassigned by NASA Exchange/Starport personnel. Specific booth space requests are not guaranteed.
3. Booths are approximately 10'x10' area but some booths may vary in size. Two chairs will be provided within each space
4. All contents including tables and displays must fit within the 10'x10' space. Table coverings and displays must be provided by vendor/participant.
5. 6' tables are available for rent for an additional \$12 each. Reservations must be made in advance.
6. Electricity is available for an addition charge of \$12. Extension cords will NOT be provided. Availability is limited.
7. Displays and set up must be completed before 8:30AM and must be completely removed by 3:00PM on the day of the JSC Flea Market/Craft Fair. No vehicles will be permitted in the flea market between the hours of 9AM-2PM unless authorized by NASA Exchange/Starport Management. You also may not pack up and leave prior to closing time.
8. You are responsible to clean up your area after the event by removing all trash and unsold items. Dumpster will be available for trash.
9. Table and booth space is non-transferable. Request to have sales space next to another vendor/participant is not guaranteed unless both contracts are submitted together.
10. Refunds will not be given because of weather issues or because vendor cannot participate. All other rules and regulations will still apply.
11. Prohibited Items: **NO** live animals or pets, illegal and/or dangerous weapons (including knives, guns, etc.), vehicles, fundraisers, alcoholic/nonalcoholic beverages, open flames, flammable materials or material offensive to the public morality will be sold.
12. NASA Exchange/Starport Management holds the right to make any and all determinations as the appropriateness of any item displayed. If an item is deemed inappropriate, you will be asked to remove it from public display.
13. It is the responsibility of the vendor/participant to provide their change.
14. Collection and payment of all applicable sales tax is the sole responsibility of the vendor/participant.
15. This event is open to the public.
16. Any violation of the rules and regulations of the JSC Holiday Bazaar by the vendor/participant can/and will result in removal from the premises without a refund and/or suspension from participation in future NASA Exchange/Starport Events.
- 17.** This contract is between the Vendor/Participant and the NASA Exchange/Starport. The U.S, its agents, instrumentalities (including the NASA Exchange - JSC) and representatives, officers and employees thereof, from any and all claims, demands, actions, debts, liabilities, and judgments, claimed on account of, or in any manner predicated upon the loss of or damage to property, or injury to, or death of any person(s), in any manner caused or contributed to by any negligent act or omission or willful and intentional act of the Vendor/Participants identified above. This agreement is for the JSC Holiday Bazaar /Holiday Bazaar to be held **November 21, 2015.**



One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize the NASA Exchange – JSC, aka. **Starport** to make a onetime debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____ authorize Starport to charge my credit card account indicated below for
(Full name)
_____ on or after _____. This payment is for _____.
(Amount) (Date)

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: Visa MasterCard Discover

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC. _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.