



## 8th Annual Family Expo & Big Latch On Vendor Guidelines

Saturday, August 3, 2019, 9:30 am to 1:00 pm  
University Christian Church  
Walker Hall  
2720 S. University Dr., Fort Worth, TX 76109

Thank you for your interest in being a vendor at the 8th Annual Family Expo & Big Latch On, hosted by Tarrant County Breastfeeding Coalition and Mothers' Milk Bank of North Texas. We are excited to host this event in a new venue this year, still centrally located in Fort Worth, just two miles south of the previous location.

The vendor fair will be in Walker Hall from 9:30 am to 1:00 pm. Vendor setup will begin at 8:30 am and tear down will begin at 1:00 pm. All tear down must be complete by 1:45 pm.

### **Applications and Reserving Your Space**

The vendor fee is payable at the time the application is completed. Applications will be accepted until all spaces are filled on a first come, first serve basis. Vendor spaces will not be held if payment and registration forms are not received. Vendor fee will be refunded if no spaces are available for your business. All vendors are required to be WHO Code Compliant. To view the WHO Code, please visit the following website: [https://www.who.int/nutrition/publications/code\\_english.pdf](https://www.who.int/nutrition/publications/code_english.pdf)

We will only accept applications from one of each consultant-based business (doTERRA, It Works, Scentsy, etc). In addition, we limit the number of businesses within each category to 2 (ex: 2 chiropractors, 2 photographers, 2 birth centers etc.). Exceptions can be made for businesses servicing different areas of Tarrant County or variations in specialty (birth photographers, family photographer, etc). Feel free to contact us to inquire whether we can accommodate your business before completing your application.

Please let us know on your application if you will be selling/displaying essential oils.

Space is limited. Vendor registration will close Friday, June 28.

**\*\* No refunds will be issued for vendors who cancel after July 19. \*\***

## **Setup / Teardown & Expo Hours**

Setup will begin at 8:30 am Saturday, August 3. Upon arrival, pull into the covered driveway facing University Drive. You can unload your car and we will have volunteers available to watch over your items. You will park your vehicle then return to the area to pick up your items and check in. Please allow sufficient time for set up. To avoid a bottleneck at the front door, please be courteous of other vendors and do NOT leave your vehicle unattended.

Vendor parking is in the UCC parking lot at the corner of West Cantey Street and Rogers Avenue, located behind the church. Overflow parking is available in the lot on the corner of Rogers Avenue and McPherson Avenue. There is a church entrance facing Rogers Avenue.

The expo will start at 9:30 am Saturday, August 4 and end at 1 pm. Teardown will be handled the same as setup. You will pack up your table and leave the items with our volunteers at the loading area, then bring your car to load up the items.

## **Vendor Tables**

Each 8-foot table comes with 2 chairs. A 4-foot table is an 8-foot table shared with another vendor and comes with one chair per vendor. You are welcome to bring your own tablecloth and decorate your table to suit your needs. If you need special accommodations for your vendor table (being near another vendor or type of vendor, access to electricity, floor space for your items, etc.) please let us know when registering and we will try to accommodate your request. Otherwise, no items can be placed on the floor in front of or beside your table, as this will block the flow of traffic and become a safety issue.

## **Complimentary & Discounted Services**

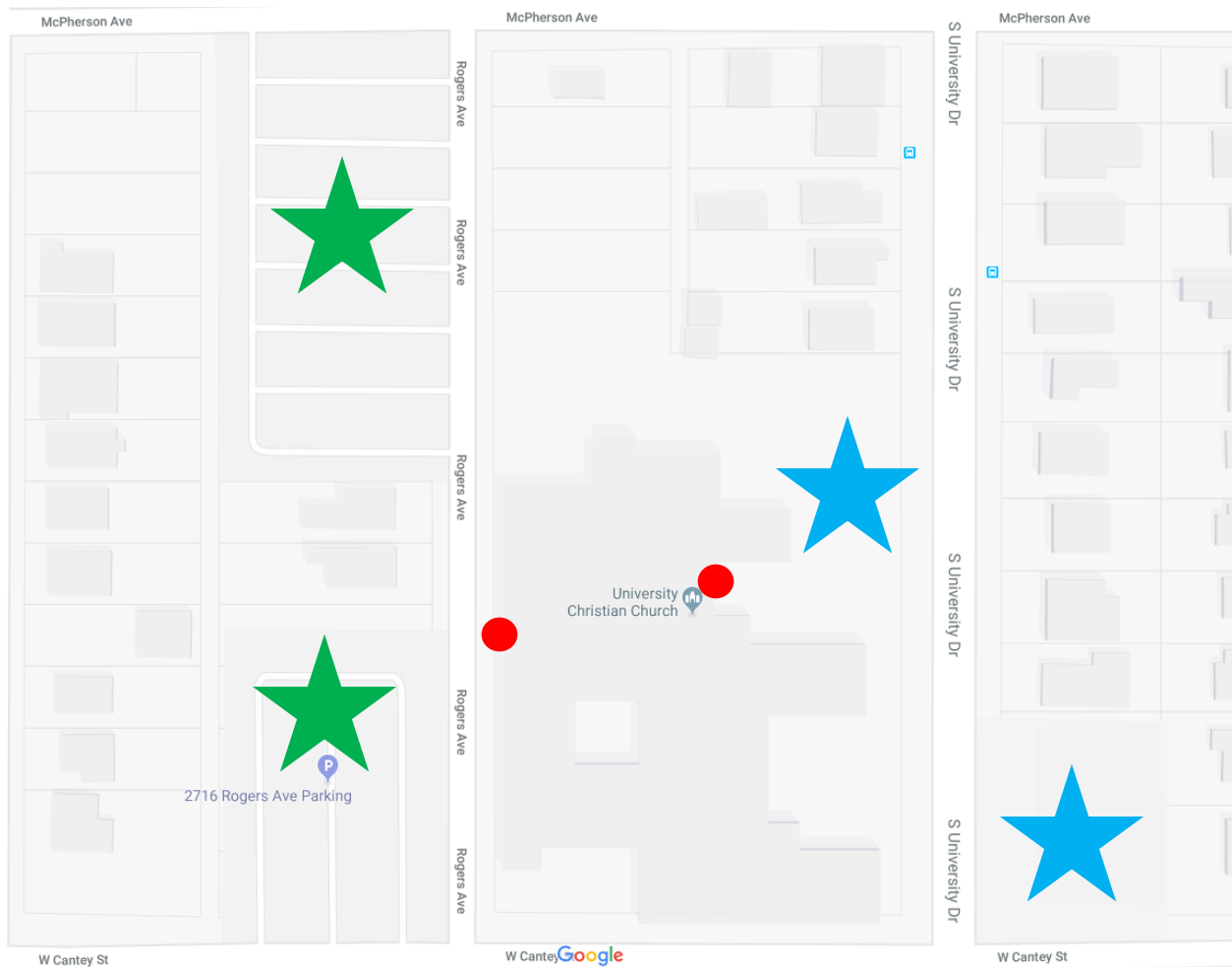
If you would like to provide a complimentary or heavily discounted service at the vendor fair (massage, henna, etc.) and need additional space, please contact us and we will make every effort to accommodate your needs. Space is limited, so please let us know as soon as possible if additional space is needed.

## **Food Vendors, Samples & Concessions**

Vendors can give away free samples. While most vendors will fall under Cottage Bakery laws, please be aware you may still require a temporary food handler's permit from the City of Fort Worth if you hand out individual samples. Please contact the City of Fort Worth at 817-392-7255 to find out if you need one. More information can be found at <http://fortworthtexas.gov/health/temporary/>. The vendor is responsible for knowing the laws regarding proper handling of food and is responsible for obtaining all permits necessary.

## **Parking**

All parking at University Christian Church is free. Please use the two parking lots behind the church so expo attendees can use the lot facing University Drive. Use the map below for reference.



Green: vendor and overflow attendee parking

Blue: attendee parking

Red: church entrances

## Vendor Fees and Discounts

### Standard Vendor Table Fees:

#### 8' Vendor Table (with 2 chairs)

Registration completed by April 29 - \$80

Registration completed by May 30 - \$90

Registration completed on or after May 31 - \$100

#### 4' Vendor Table (1/2 of an 8' table shared with another vendor and 1 chair)

Registration completed by April 29 - \$50

Registration completed by May 30 - \$55

Registration completed on or after May 31 - \$60

**Additional Fees**

Premium Table (1st table of each row, available to the first 6 requests only) - \$45

Table with Electrical Outlet - \$15 (limited)

If you would like the added exposure of a premium table, we have 6 available for an additional \$45.

These are the first tables in each row that patrons see as they enter the room.

We have a limited number of tables with access to electricity. These will be offered on a first come, first serve basis.

\*\* If you only need electricity for charging your cell phone, we suggest you bring your own portable charger. \*\*

**Discounts**

8' Vendor Tables with auction donation of at least \$45 - \$20 discount

4' Vendor Tables with an auction donation of at least \$30 - \$10 discount

2019 Tarrant County Breastfeeding Coalition Members - \$10 discount

**Donations**

Vendors will receive a discount on their vendor fees if they donate an item to the silent auction. Eight-foot table vendors will receive a \$20 discount if they donate an item/service with a retail value of at least \$45 to our auction. Four-foot table vendors will receive a \$10 discount for donating an item with a retail value of at least \$30.

Donation forms can be found on our website at [www.TarrantBFCoalition.org](http://www.TarrantBFCoalition.org) under the Family Expo & Big Latch On tab. Donations can be delivered or mailed to:

Family Expo & Big Latch On  
c/o Mothers' Milk Bank of North Texas  
7617 Benbrook Parkway  
Fort Worth, TX 76126

**Payment**

Payment is accepted on our website by credit card or Square. Checks are payable to Tarrant County Breastfeeding Coalition and can be mailed to:

Tarrant County Breastfeeding Coalition  
c/o Mothers' Milk Bank of North Texas  
7617 Benbrook Parkway  
Fort Worth, TX 76126

**Forms and Links**

All forms and payments can be completed online at [www.TarrantBFCoalition.com](http://www.TarrantBFCoalition.com). This is the most efficient way to register, pay and donate. Registration must be completed online.

Information and forms for donations can be found under the “Event Donation” tab. Vendor forms and vendor guidelines can be found under the “Family Expo Vendor” tab.

Checks, donations and swag can be mailed or delivered to:

Family Expo and Big Latch On  
c/o Mothers’ Milk Bank of North Texas  
7617 Benbrook Parkway  
Fort Worth, TX 76126

If you have any questions, contact Mary-Ashley Ray, Event Chair, at [tarrantbfcoalition@gmail.com](mailto:tarrantbfcoalition@gmail.com).