

# Colleyville Senior Center CRAFT FAIR & MARKET APPLICATION



## Vendor Information

Name

Business Name (if applicable)

E-Mail

Cell Phone

Address

## Product Category

Jewelry & Accessories

Wood Working

Candles

Glass Art

Crochet/ Knitting

Ceramics/Pottery

Clothing

Visual Art

Quilts

Cards/ Stationary

Seasonal Decor

Other

Provide a detailed description of your booth.

**Attach a pdf, jpeg, png, or link with photos of your products.**

Single Space \$35

Electricity Needed (space is limited and granted on first come, first serve basis)

Yes

No

## Important Information

Friday, May 29, 2026

9:00 a.m.-2:00 p.m.

Event Details:

Located at the Colleyville Senior Center  
2512 Glade Road, Colleyville, TX 76034

Application Fee:

Single Space - 7'x5' area  
\$35

Colleyville residents will receive a \$10 discount on space fee.

**Application does not mean acceptance. Vendors will receive notification regarding approval/denial. Fees are due upon approval in cash or check only.**

**For questions or inquiries, contact:**

**Torie Gallagher, 817-503-1196, [tgallagher@colleyville.com](mailto:tgallagher@colleyville.com)**

- All items must be handmade crafts and/or handmade craft type items.
- Booth fee is \$35.
- Set up times will be 3:00-5:30 p.m. the date before and 7:30-8:30 a.m. the morning day of.
- Booth spaces will be assigned by the staff.
- Space is limited and there will be a limit on vendors selling similar items. If your registration is received after either of these limits has been reached, your registration fee will be returned.
- The City of Colleyville is not responsible for theft or broken items.
- Vendors must have a completed and signed registration form, signed rules and guidelines form, and payment submitted in order to be admitted to the Craft Fair.
- Limited electrical outlets will be available. Electricity is on a first-come, first-served basis upon approval of application.
- You are responsible for decorations, tablecloths, etc. for your table(s). You will be supplied with 1 six-foot table and two chairs. Please indicate if you will not need a table or chairs.
- No food or live animals of any kind may be sold.
- Vendors need to remain until the end of the event. No early tear down is permitted. Please clean all garbage/trash from your area using the available trash receptacles.
- Vendor items must remain at the boundary of their booth area.
- Vendors need to remain with their tables at all times with the exception of restroom breaks, food, etc.
- Vendor items must be in good taste. No t-shirts or other items with vulgar or offensive language or visuals of any kind. If a vendor has any such items they will be instructed to put these items out of sight and they are not to be sold on the Colleyville Senior Center premises.
- Please complete the Craft Fair Survey and place it on your table before you leave. This will help us to improve this event. Thank you!
- You are responsible for making your own change.
- Staff reserves the right to cancel or make significant changes to this event at any time.
- No refunds will be given.
- The Texas State Comptroller's Office requires all craft fair vendors obtain a Texas State Sales Tax Permit and collect taxes on items sold at the event. Each vendor will be responsible for obtaining a permit, collecting sales taxes, and sending the State any taxes collected on items sold at the fair. Vendors are required to have a Texas State Sales and Use Tax Permit clearly showing their tax ID # posted in the booth at all times. To apply for the permit, please visit the website [www.window.state.tx.us](http://www.window.state.tx.us).

If you sell taxable items at a fair, festival, antique market, trade show, arts and crafts show, gun show or other type of market or show, you may be responsible for collecting and remitting Texas [sales and use tax](#). Depending on your business structure, you may also be responsible for paying [franchise tax](#).

## Sales Tax Responsibilities

### Sellers and Event Promoters

A "[seller](#)" is a retailer, wholesaler, distributor, manufacturer or other person who sells, leases, rents or transfers ownership of taxable items or performs taxable services for consideration. "Consideration" is the total amount paid for a taxable item or taxable service before tax.

Sellers at fairs, festivals, markets and shows, including sellers from outside Texas participating at these events, are engaged in business in Texas and must have a Texas Sales and Use Tax Permit if they:

- Sell taxable items or services;
- Take orders for taxable items or services; or
- Use the event to promote selling taxable items or services.

Event [promoters](#) (organizers) are sellers, too. They must collect and remit the sales tax on their sales, as well as sales made by individuals, dealers or salespersons at these events who do not have an active Texas Sales and Use Tax Permit and whose sales do not qualify for tax exemption. Examples of sales that qualify for tax exemption include sales made by sellers under:

- An [occasional sales](#) exemption;
- A tax-free sale by [certain nonprofit organizations](#); or
- A tax-free sale at a county fair by a county fair association or another qualified 501(c)(3) organization.