



CY-HOPE

Making Life Better for Kids in Cy-Fair

2017 Judy Dierker Holiday Market

Friday, October 20, 2017 9 am – 4 pm

Saturday, October 21, 2017 9 am – 4 pm

VENDOR APPLICATION

This Show Is By Invitation

Your Name(s): _____ Date: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number(s): (H) _____ (C) _____

E-Mail Address: _____

Indicate Booth preference (1st choice, 2nd choice, 3rd choice)

- ____ 10 x 10 Refinery (Outlet) booth \$300/booth
- ____ 10 x 10 Education Bldg. classroom booth \$240/booth
- ____ 5 x 6 Ed. Bldg. Gallery Booth (table included) \$185/booth
- ____ 10 x 10 Cafeteria \$200/booth
- ____ 10 x 10 Nursery Bldg. classroom booth \$200/booth
- ____ 6 x 8 Nursery Bldg. Gallery Booth (table included) \$185/booth
- ____ 10 x 10 Outside Booth(s) \$185/booth
- ____ Tables requested (inside only) @ \$20/table (Limited)

Office Use:

Received: _____

Space # _____

Pd. Ck. # _____

Date: _____

Please put a check by the categories of merchandise that you plan to include in the show.

Indicate what percentage of your items are representative of those categories.

- | | |
|---|--|
| <input type="checkbox"/> Jewelry _____% | <input type="checkbox"/> Women's Accessories _____% |
| <input type="checkbox"/> Women's Clothing _____% | <input type="checkbox"/> Men's Gifts _____% |
| <input type="checkbox"/> Children's Clothing _____% | <input type="checkbox"/> Food Gifts _____% |
| <input type="checkbox"/> Home Accessories _____% | <input type="checkbox"/> Artwork/Sculpture _____% |
| <input type="checkbox"/> Floral Arrangements _____% | <input type="checkbox"/> Stationary/Paper goods _____% |
| <input type="checkbox"/> Holiday Yard Embellishments _____% | <input type="checkbox"/> Houseware/Tableware _____% |
| <input type="checkbox"/> Home Linens _____% | <input type="checkbox"/> Children's Toys/Games _____% |
| <input type="checkbox"/> Christmas Ornaments _____% | <input type="checkbox"/> Inspirational Items _____% |
| <input type="checkbox"/> Other Items: _____% | |

Percentage of your merchandise:

Handcrafted: _____%; Embellished: _____%; Purchased at market: _____%

Price range of your merchandise: \$_____ to \$_____

Category or type of merchandise* (Photographs are required)

Electrical outlet needed? (Limited availability) Yes _____ No _____ **Not available outside**

Other shows you have previously participated in and/or plan to participate in for 2017:

Have you ever participated in the Judy Dierker Holiday Market before? _____ If so, when? _____

Do you operate or have merchandise in any local stores? _____ If so, where are they located? _____

***** This application may be downloaded from foundrychurch.org as of
January 2017 *****

Signature: _____ Date: _____

THIS SHOW IS BY INVITATION.

The *Selection Committee* will meet and review ALL applications.

DO NOT SEND IN YOUR BOOTH FEE WITH APPLICATION!!
Send fee once you receive your Letter of Invitation.

Please return this application and merchandise photographs to the address below:

The Foundry United Methodist Church
JDHM - Selection Committee
8350 Jones Road, Houston, TX 77065
713-937-9388
joleen.wright@foundrychurch.org

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Vendor parking is behind the Main Sanctuary Building.

**NO vendor parking next to the Refinery (GYM) or
in front of Sanctuary or Office Bldg.**

The committee tries very hard to accommodate, but quite obviously cannot please everyone. Your compliance to requests is greatly appreciated

Guidelines for 2017

1. **Vendor reserve parking is behind the Main Sanctuary Building.**
NO vendor parking next to the Refinery (Gym) or in front of Sanctuary or Office Bldg.
2. No open alcoholic beverages may be brought onto the premises. No smoking inside the buildings.
3. The Foundry Church and Cy-Hope reserves the right to prohibit the sale of any items during the event.
4. The Foundry Church and Cy-Hope will not be responsible for accidents, injuries and/or lost or stolen merchandise or other items.
5. Vendors are not allowed to sublet or resell their booth.
6. This is a craft show and bazaar. Please, no garage/yard sale items.
7. Booth **setup ~ Inside** vendors will begin at 4:00pm, Thursday, October 19th and finished by 8:00pm. **Outside** vendors may setup their canopy on Thursday afternoon beginning at 4:00pm & on Friday, October 20th at 6:30am and be finished by 8:15am.
8. While we understand that emergencies happen, please be **in your booth no later than 8:15am on Friday.**
9. Please do not bring hay or straw into the church buildings.
NO 10 x 10 tents (with canopy) are allowed inside the buildings.
NO tape or staples on the walls, floors or other fixtures.
10. Education Building Vendors – ALL items must be within your booth.
No items will be displayed in the hallway window that may block viewing.
Outside Vendors – Stay within your 10x10 space.
11. *Vendors must have adequate change to handle all transactions.* Change will not be available to vendors on site. There are several grocery stores and banks nearby.
12. State sales tax is the responsibility of each vendor.
13. No booth closures prior to 4 pm. Saturday.
14. No refunds on cancellations made after September 15. We also cannot offer refunds due to weather, as we will hold this event rain or shine.
15. Gallery booths offer adequate space for some merchants but are not for everyone. A table and a chair are provided. *Additional freestanding merchandising fixtures are not permitted.* There are two vendors also occupying the same classroom.
16. Vendors may provide their own tables inside or rent them for \$20 (limited availability). Vendors will pick up the table they reserved at check-in. Chairs will be provided inside. *Outdoor vendors will need to provide their own tables and chairs.*
17. If you are using electricity we ask that you limit usage to a standard 110v outlet / 250W total for your booth. Please watch for tripping and electrical hazards. Run cords beneath tables. Be very careful in running electrical service. (A facility committee person will assist in running extension cords.)

The committee tries very hard to accommodate, but quite obviously cannot please everyone. Your compliance to requests is greatly appreciated.