



2018 Judy Dierker Holiday Market

Friday, October 19, 2018 9 am – 4 pm

Saturday, October 20, 2018 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)

<input type="checkbox"/> 10 x 10 Refinery (Outlet) booth \$300/booth	<i>Office Use:</i> <i>Received:</i> _____
<input type="checkbox"/> 10 x 10 Education Bldg. classroom booth \$240/booth	
<input type="checkbox"/> 5 x 6 Education Bldg. gallery booth (table included) \$185/booth	
<input type="checkbox"/> 10 x 10 Cafeteria \$200/booth	<i>Space #</i> _____
<input type="checkbox"/> 10 x 10 Nursery Bldg. classroom booth \$200/booth	
<input type="checkbox"/> 6 x 8 Nursery Bldg. gallery booth (table included) \$185/booth	<i>Pd.Ck. #</i> _____
<input type="checkbox"/> 10 x 10 Outside booth(s) \$185/booth Quantity _____	<i>Date:</i> _____
<input type="checkbox"/> Tables requested (<u>inside only</u>) @ \$20/table (limited availability) Quantity _____	
<input type="checkbox"/> Bingo card square \$50/square Quantity _____	

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**

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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 cy-hope.org as of January, 2018

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 the 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

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 2018

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 18th and finished by 8:00pm. **Outside** vendors may setup their canopy on Thursday afternoon beginning at 4:00pm & on Friday, October 19th 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 may be displayed in the hallway window that may block viewing.
11. Outside Vendors – Stay within your 10x10 space.
12. *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.
13. State sales tax is the responsibility of each vendor.
14. No booth closures prior to 4 pm. Saturday.
15. 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.
16. 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 occupying the same classroom.
17. 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.*
18. 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.