



Friday, May 1<sup>st</sup>, 6:30 pm - 9:30 pm VIP Event  
Saturday, May 2<sup>nd</sup>, 9:00 am - 5:00 pm

## 2020 VENDOR APPLICATION

*Cy-Hope is excited about hosting our first annual event, The Cypress Market. All proceeds will benefit Cy-Hope programs, making life better for children in Cy-Fair.*

*We are delighted to invite unique, upscale, artisan vendors to share their beautiful merchandise with the community of Cy-Fair. Unfortunately, we are unable to accept direct marketing or corporate businesses as vendors.*

*We hope to showcase our special vendors while sharing the mission of Cy-Hope.*

***Please note this show is by invitation only. Our selection committee will reply with a decision within 2-3 weeks of receiving the application and photos.***

### ***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: (First Year Special Pricing)**

- \_\_\_\_\_ 10 x 10 Inside Booth \$140/Booth (regularly ~~\$150~~)
- \_\_\_\_\_ 10 x 10 Outside Booth \$120/Booth (regularly ~~\$130~~)
- \_\_\_\_\_ 8 x 10 Outside Booth \$110/Booth (regularly ~~\$120~~)
- \_\_\_\_\_ 1 Table and 1 chair requested @ \$20 (limited availability) Quantity \_\_\_\_\_

### **Office Use:**

Received: \_\_\_\_\_ Space # \_\_\_\_\_ Paid By: \_\_\_\_\_ Pd. Ck # \_\_\_\_\_ Date: \_\_\_\_\_  
(Debit/Credit Card payments will be subject to processing fees.)



Description of the merchandise you will sell at our event:

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**\*\*Please submit three photos of merchandise along with application (required for consideration).\*\***

Percentage of your merchandise:

Handcrafted: \_\_\_\_\_%; Embellished: \_\_\_\_\_%; Purchased at market: \_\_\_\_\_%

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

Electrical outlet needed? (Limited availability, inside only) Yes \_\_\_\_\_ No \_\_\_\_\_

Will you bring your own generator (must be low noise or covered for noise reduction)? Yes \_\_\_\_\_ No \_\_\_\_\_

Other shows you have previously participated in and/or plan to participate in for 2020.

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

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How did you hear about The Cypress Market @ Cy-Hope? \_\_\_\_\_

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***This application may be downloaded from [cy-hope.org](http://cy-hope.org) as of June, 2019***

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**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 Acceptance.***

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

**Cy-Hope**

**The Cypress Market – Vendor Selection Committee**

**12715 Telge Rd, Cypress, TX 77429**

**713-466-4673**

**[thecypressmarket@cy-hope.org](mailto:thecypressmarket@cy-hope.org)**

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*The committee tries very hard to accommodate requests but asks for understanding if we cannot. Your compliance to requests is greatly appreciated.*



## Guidelines for 2020

1. **Vendor reserved parking is in the back of the large parking lot by Bayou City Fellowship. Set up/Check In instructions will be included in your acceptance packet.**
2. No smoking inside the buildings.
3. Cy-Hope reserves the right to prohibit the sale of any items during the event.
4. 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. Selling, sampling and “hawking” is not allowed in the aisle.
6. This is an upscale market. Please, no garage/yard sale items.
7. **Load in and Booth setup** ~ Could be assigned anytime from 7:00 am to 12:00 pm on Friday, May 1<sup>st</sup>. Assignments will be given once all vendors have been chosen. All vendors will be expected to be completed with set up by 4:30 on Friday, May 1<sup>st</sup>.
8. While we understand that emergencies happen, please **be in your booth no later than 6:00 pm on Friday and 8:00 am on Saturday.**
9. Please do not bring hay, dirt, or straw into the 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. All Vendors – Stay within your 10x10 or 8x10 space.
11. *Vendors must have adequate change to handle all transactions.* Change will not be available to vendors on site. We do plan to have an ATM machine available on the premises.
12. State sales tax is the responsibility of each vendor.
13. No booth closures prior to 9:30 pm Friday and 5 pm Saturday.
14. No refunds on cancellations made after April 1<sup>st</sup>. We also cannot offer refunds due to weather, as we will hold this event rain or shine.
15. Vendors may provide their own tables and chairs or rent them for \$20 (limited availability). Rented tables and chairs will be delivered to vendor booths prior to set up. Please leave rented table and chair at the booth after tear down. If table or chair is removed there will be a charge for the loss of the item.
16. 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.
17. If you are providing your own generator, please be sure it is low noise or cover for noise reduction.
18. Security will be provided over night on Friday, May 1<sup>st</sup> to secure merchandise left overnight.
19. *The committee tries very hard to accommodate requests but asks for your understanding if we cannot. Your compliance to requests is greatly appreciated.*