



2023 HOLIDAY ON THE PARKWAY

VENDOR REGISTRATION FORM

Event Time:**Friday, Dec. 1: 10:30 a.m. to 4 p.m.****Saturday, Dec. 2: 9 a.m. to 12 p.m.****Fee: \$110**

The fee is for both days and is non-refundable. Fee will not be reduced if choose to only participate for one day.

VENDOR INFORMATION

Business Name _____

Owner's Name _____

Email _____

Product Description _____

Price Range _____

Business Website _____

I will participate on
(Check all that apply)

☐

Friday

☐

Saturday

Desired Table Size (in order of preference)

(Limited Availability. 1st Come, 1st Serve)

_____ 5'

_____ 6'

_____ 8'

Reservations for booths will not be confirmed until payment is received.**Payments may be made by cash or check (made payable to: St. John Paul II Catholic School) and sent to****St. John Paul II School
Holiday on the Parkway
1400 Parkway Plaza
Houston, TX 77077****Terms & Conditions**

With submission of this form, you agree to the information shared and agree to comply with any protocols asked of you as a vendor during your participation of Holiday on the Parkway at StJP II Catholic School. You also agree to submit your agreement of participation along with full fee no later than Wednesday, November 15, 2023.

Thank you so much for your interest in participating in Holiday on the Parkway and for your support of the StJP II PTO!

More Info

Olga Saenz
osaenz73@yahoo.com

Sandy Russell
russellfamily610@gmail.com



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EVENT INFORMATION

General Information:

All vendors will be provided a table and chair to use. The designated area is not measured exactly, but will be approx. 8' x 6', at least. You'll be asked to keep your items within an area in the gym, but are welcome to bring things to help you display your product! Feel free to bring any extra tables/racks you may need and any sort of decorations you'd like to add to your booth. You may also want to bring a small cooler for yourself to bring drinks and a lunch/snacks.

Holiday on the Parkway on Friday is reserved for students, teachers, and parents. The event is open to everyone on Saturday. Just so you're aware, on Saturday there will be another school sponsored event occurring at the same time, Snacks with Santa.

Security will be provided both days. Though we don't anticipate any sort of incident, please keep in mind that you are responsible for your booth and belongings.

Set-Up on Friday:

Due to the school's scheduled Mass, on Friday, December 1, the actual table setup and unloading of your products/inventory cannot begin until approximately 9:30 a.m. (or rather, until the end of Mass).

While tables are being set up for you inside the gym, you may line up your vehicles along the curb in front of the school (similar to carpool, for those familiar with the school's activities) and begin unloading under the covered walkway. You can then proceed into the gym and begin your table setup. Please remember to move your vehicles as quickly as possible so that others may unload as well. We politely ask that you please be patient during this process. It will be hectic for a bit, but it will settle down once the tables are up.

You may also park your vehicles on Parkway Plaza next to the school and unload there. However, please make sure to move your vehicle by 2:30 p.m. to not interfere with carpool which begins promptly at 3 p.m.

Booths may stay "as is" on Friday as the doors to the gym will be locked overnight.

Clean Up on Saturday:

The event will end on Saturday at 12 p.m. Please make sure to take back with you any item you brought with you for the event and throw away any trash you may have. There will be people on site to take down the tables. Out of respect for all those involved at the end of the event, we thank you in advance for your cooperation in helping us clear the gym as quickly as possible.