

St. Martin's Episcopal Church Women's  
22<sup>nd</sup> Annual  
**Joy of Giving Market**  
October 16 – 18, 2012



February 23, 2012

Dear Merchant,

We are pleased to enclose a merchant application for participation in the 22nd Annual Joy of Giving Market at St. Martin's Episcopal Church in Houston, Texas. This year's Market will take place on Tuesday evening, October 16 and during the day on Wednesday, October 17 and Thursday, October 18. All proceeds from the Market benefit local organizations whose focus is to help women and children in need.

We appreciate your interest in our Market. For many years now, we have been providing a high quality Market with over 80 merchants selling everything from home accessories and toys, to men's, women's and children's clothing and accessories, to gifts for everyone on your Christmas list. We are a premier shopping destination for several thousand Tanglewood, Briargrove and Memorial-area women, and many more from all over the city. Last year, we direct mailed promotional information to more than 30,000 households.

As you complete your application, please note the following:

- **Applications, along with your check and photographs, must be submitted no later than May 1** to the address listed on the registration form. No application will be accepted without appropriate payment.
- Qualified applicants will be notified of their acceptance by June 1, 2012. Checks for applicants not accepted will be returned.
- Donating an item for our silent auction is an excellent way to promote your booth and support the ECW outreach efforts. We ask that you donate one "top Seller" item that represents a typical purchase from your booth. These will be displayed with your business card and booth number.

If you have any questions or comments, please feel free to contact the 2012 Merchant Chair, Erynn Scollard. We look forward to receiving your application.

Warm regards,

Deanna Harrington  
2012 JOG Market Chair

Erynn Scollard  
2012 Merchant Chair  
[joyofgiving@stmartinsepiscopal.org](mailto:joyofgiving@stmartinsepiscopal.org)  
713-409-3521

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**MERCHANT INFORMATION SHEET**

**Market Hours**

The Joy of Giving Market will be held on Tuesday, October 16 from 6:00 to 9:00 pm and during the day on Wednesday, October 17 and Thursday, October 18 from 9:00 a.m. to 5:00 p.m.

**Cost**

The registration fee for a single booth (approximately 9' x 11') is \$175 and \$225 for a corner booth. A limited number of double booths (approximately 9' x 22') will be available for \$450. Double booths will be assigned based on past sales and demonstrated need. Some double booths may be located on a corner for no additional charge. The registration fee is nonrefundable after August 15, 2012.

In addition, merchants must agree to make a tax-deductible donation of 15% of total pretax sales and orders that result from your participation at the Joy of Giving Market. The 15% tax-deductible donation benefits programs and charities designated by the St. Martin's Episcopal Women (ECW).

**Sales**

You are responsible for all sales and orders. You or a representative of your company must be in attendance to collect money and/or take orders for merchandise. At the end of the Market, you will need to pay the 15% donation plus any other extra fees before packing your booth and departing.

**Setup Requirements**

You are responsible for the following:

- Table drapes, lattice and any structures necessary to define your booth space
- Electrical cords, extra lighting, tools, dollies, etc.
- Calculator, cash bank

You may bring your own tables or rent 6' x 30" tables for a fee of \$12 each. Access to electricity will be provided for each booth. However, please note that no more than 400 watts can be used in a single booth. You will need to sign the Hold Harmless/Donation Agreement before you are able to set up your booth. Please send this form along with your registration form, photos and check.

Merchants can begin setting up on Monday, Oct. 15 from 4 to 8 p.m. and setup will continue on Tuesday, October 16 at 9 a.m. All booths must be completely set-up by 5 p.m. on Tuesday, October 16. Breakdown of booths may not begin until after the Market closes at 5 p. m. on Thursday 18.

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**MERCHANT INFORMATION SHEET (continued)**

**Publicity**

Fliers will be mailed to residents in the St. Martin's area. In addition, St. Martin's parishioners will receive announcements and email. We will also place advertisements in the *Houston Chronicle's* special inserts of Spring and Fall Bazaars and Festivals and run press releases in area weekly newspapers in the St. Martin's general vicinity and other targeted areas.

Additionally, we have a Joy of Giving website: [www.stmartinsepiscopal.org/jog.php](http://www.stmartinsepiscopal.org/jog.php) which will provide details for the Market. We will also include a list of the participating merchants. Please indicate on the registration form if you prefer not to have your merchant name listed.

**Miscellaneous**

Storage space is available for merchants. Each space measures approximately 5' x 5' and rents for \$50 for the duration of the Market. You may choose to reserve space on your application. Space is available on a first come first serve basis.

Lunches for merchants will be available for purchase on Tuesday during set-up and both days of the Market. Lunches will be \$8 each and will be delivered to your booth. You may pre-order on the registration form and include payment with your application fee. There are also two hospitality locations with drinks and snacks.

All merchants selling any food or beverages must have a temporary food permit from the City of Houston, regardless of whether you are sampling your items or not. Please go to the following website for more information: <http://www.houstontx.gov/health/food/> or you may call 713-974-9200.

Please provide a self-addressed envelope and postage if you would like your photos and/or any samples returned to you.

Future correspondence will be via email. Please indicate on the registration form if you would prefer to receive information via regular mail. You will be notified by June 1 if your application has been accepted. If not accepted, your check will be voided and returned to you.

**Mail completed registration form, check, signed legal form and photographs to:**

**St. Martin's Episcopal Church  
717 Sage Road  
Houston Texas 77056-2199  
Attn: Erynn Scollard / JOG Merchant Chair**

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# Joy of Giving Market

October 16 – 18, 2012

**Due by May 1, 2011**

## **REGISTRATION FORM**

Business/Merchant Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

Are you a St. Martin's Church Member \_\_\_\_ Yes \_\_\_\_ No

List 3 other comparable shows in which you have participated:

	<u>Name of Show/Year</u>	<u>Number of Show Days</u>	<u>Gross Sales</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Have you participated in a previous St. Martin's Market? \_\_\_\_ Yes \_\_\_\_ No If yes, which years? \_\_\_\_\_ Please describe your past experience:

\_\_\_\_\_

If new, how did you learn about our Market? \_\_\_\_\_

**Description of booth and items to be sold/ordered with price range of items (*Please be as descriptive as possible, including pricing and by attaching color photocopies of merchandise to this form.*)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~ PLEASE COMPLETE INFORMATION ON NEXT PAGE ~

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## REGISTRATION FORM (continued)

### Booth Request:

\_\_\_\_\_ Single booth (approx 9' x 11') = \$175

\_\_\_\_\_ Corner booth (approx 9' x 11') = \$225

\_\_\_\_\_ Double booth (approx 9' x 22') = \$450  
*(Limited quantity available; some may  
be on a corner for no additional charge)*

### Additional Charges:

\_\_\_\_\_ **Table(s)** 6' x 30" table = **\$12/each**

\_\_\_\_\_ **Total tables in dollars**

**Lunch = \$8/each**

\_\_\_\_\_ **Tues.** \_\_\_\_\_ **Wed.** \_\_\_\_\_ **Thurs.**

*(Please indicate number of lunches per day.)*

\_\_\_\_\_ **Total lunches in dollars**

\_\_\_\_\_ **Storage Space** 5' x 5' space = **\$50**

Total Fee paid: \_\_\_\_\_ Check number: \_\_\_\_\_

### **Category: Please check only ONE category that would best describe the merchandise sold:**

\_\_\_ Women's Clothing & Accessories

\_\_\_ Antiques

\_\_\_ Men's Clothing & Accessories

\_\_\_ Gift items

\_\_\_ Children's Clothing & Accessories

\_\_\_ Toys

\_\_\_ Decorative Items

\_\_\_ Books

\_\_\_ Jewelry

\_\_\_ Food

\_\_\_ Other (please describe) \_\_\_\_\_

**I wish to donate merchandise to the silent auction: \_\_\_ Yes \_\_\_ No**

**Item(s) Description(s) with fair market value:**

### Other Information:

- We will attempt to assign the same booth. Would you like your same booth location? \_\_\_\_\_
- All communication will be sent to you via email. Please check box if you prefer regular mail:
- Your merchant name will be listed on our website. Please check if you would not like it listed:
- **Applications are due no later than May 1.** All applicants will be notified by June 1 of their acceptance. Those not accepted will receive their voided checks returned to them.
- Please include self-addressed envelope and postage if photos and/or samples to be returned.

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**INDEMNITY AND HOLD HARMLESS AGREEMENT**

The Merchant agrees to indemnify, defend and save harmless the St. Martin's Episcopal Church (hereinafter called the Church) and its officers, directors, agents, representatives and employees from any and all charges, claims, demands, liabilities, and causes of actions by third persons, including, but not limited to officers, directors, agents, representatives and employees of the Merchants and of the Church based upon or arising out of any damages, losses, expenses, charges, costs (including attorneys' fees and court costs), injuries or illness sustained or incurred by such person or persons resulting from or in any way, directly or indirectly, connected with the performance or nonperformance of this Agreement by Merchant, its employees, agents or contractors of the vending services provided from hereunder, or the performance of, or failure to perform, any work or other activity related to such vending services, provided, however that notwithstanding the foregoing, the Merchant does not agree to indemnify and save harmless the Church, its officers, directors, agents, representatives and employees from any charges, claims, expenses, costs, injuries or illness arising out of any act of gross negligence or willful misconduct by the Church or any of its officers, directors, agents, representatives or employees. In the event a claim is filed against the Church of which the Merchant is to be held liable under the terms of this agreement, the Church will promptly notify the Merchant of such claim and will not settle such claim without the prior written consent of the Merchant.

Executed the \_\_\_\_\_ day of \_\_\_\_\_ 2012

Merchant: \_\_\_\_\_

By: \_\_\_\_\_

**DONATION AGREEMENT**

I agree to donate fifteen percent (15%) of total pretax sales and sales orders from the St. Martin's ECW *Joy of Giving Market* to the Episcopal Church Women of St. Martin's Episcopal Church.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Merchant: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone/Fax/email: \_\_\_\_\_

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