



## 2023 Market Merchant Details

### **Joy of Giving Mission**

The Joy of Giving Market is the primary fundraiser for the Episcopal Church Women of St. Martin's Episcopal Church. It provides funds for Community Outreach Grants through St. Martin's Outreach Ministry to local charities concerned with the welfare of Houston's most disadvantaged individuals. In 2022, Community Outreach Grants were awarded to 39 faith-based local agencies that address a range of issues such as human trafficking, senior care, at-risk children and youth, prisoner rehabilitation, homelessness, hunger and mental health. Merchant participation in the Joy of Giving Market is a major component of this fundraising effort.

### **Location and Hours**

- The Joy of Giving Market ("Market") is held at St. Martin's Episcopal Church, 717 Sage Road (at Riverway Drive), Houston, TX 77056.
- Market hours are 4-8 p.m. Tuesday, Oct. 10; 10 a.m.-6 p.m. Wednesday, Oct. 11; and 10 a.m.-3 p.m. Thursday, Oct. 12.
- Doors open at 9 a.m. on Wednesday and Thursday for merchants and volunteers only.
- All merchants or merchant representatives must be present in their assigned booths by 3:30 p.m. on Tuesday and 9:30 a.m. on Wednesday and Thursday.

### **Application Process**

- Applications must be submitted and paid for through the application portal.
- **Applications will only be considered when the following three steps are completed:**
  - 1) payment has been made;
  - 2) all parts of the online application, including the 2023 Market Details Agreement, the Sales Donation Agreement, the Indemnity and Hold Harmless Agreement and the Market Cancellation Agreement have been completed; and
  - 3) State and Local Use and Sales Tax Certificates and Food Permits, as applicable, and photos of current merchandise or booth setup have been emailed to [joyofgiving@stmartinsepiscopal.org](mailto:joyofgiving@stmartinsepiscopal.org).

- **The Joy of Giving Market application deadline is Sunday, May 7.**
- The selection process is made by a committee. Past merchants are not guaranteed acceptance or previous booth location. If the merchant has specific requests regarding position, lighting and location, please include them in the application. We will try to accommodate you, if possible.
- Applicants will be notified by Monday, June 5, via email of acceptance or waitlist status.
- Waitlist applicants will be refunded their deposit payment to the credit card used online by mid-June. Due to high demand and limited booth space, merchants on the waitlist will be notified only if a booth becomes available.
- Notification of contact information changes in the application, especially regarding email or mailing address, must be emailed as soon as possible to [joyofgiving@stmartinsepiscopal.org](mailto:joyofgiving@stmartinsepiscopal.org). Please use an email that is checked frequently and ensure that the emails from Joy of Giving are not going to a spam or junk folder.

### **Merchandise and Products**

- Merchandise and products must be original.
- No imitation designer items will be allowed.
- All merchandise and displays must be appropriate for a church setting. The Market is a faith-based event and is held on a church campus. Products that are political in nature or considered inappropriate are not allowed.
- Burning candles and incense are prohibited at the Market.
- Every effort will be made to avoid duplicating merchant offerings; however, St. Martin's cannot guarantee product exclusivity for each merchant.
- St. Martin's reserves the right to ask merchants to remove merchandise deemed inappropriate.

### **Booth Dimension, Pricing and General Information**

- The fee for a single booth is \$225 (\$275 for a corner booth). The fee for a food merchant single booth is \$200 (a City of Houston Food Permit is required). Single booths are approximately 9' x 11' and have access to 400 watts of electricity. A limited number of double booths (does not include a corner booth) are available for \$500. Double booths are approximately 9' x 22' and have access to 800 watts of electricity.
- Individual booth spaces will be taped off. An 11" x 17" sign on poster paper showing the merchant's business name and booth number will be provided. **This sign must be displayed in a visible location in the booth for the duration of the Market.** Merchants may provide additional signage.

- Maximum booth height is 12'. Merchants will be asked to move or remove walls and other obstructions over this requirement.
- Only approved merchants may use a booth space. Merchants may not share a booth space with a merchant not approved by St. Martin's.
- Merchants must provide a 25', three-prong, outdoor extension cord that is UL Certified and accommodates at least 10 amps/125 volts. Electricity usage will be monitored, and the **per-booth limit of 400 watts will be strictly enforced.**
- **All electronics must be plugged in by 1 p.m. Tuesday, Oct. 10.** An on-site electrician will check each booth after 1 p.m. *The per-booth maximum of 400 watts of electricity will be strictly enforced.*
- **Uncovered, 6'x 30" tables are available to rent at \$16 each, payable in advance.** Rental tables must be reserved before Wednesday, Oct 4. To the best of our ability, tables will be placed in booths by check-in times.
- **St Martin's has a limited number of chairs available only on a first-come, first-serve basis.**
- Merchants must provide display materials such as tablecloths, drapes, lattice, display racks, etc., and any equipment needed for hauling, building and decorating their booth. Booth trash cans are not provided. General-use trash cans are placed throughout the Market areas. Merchants must also provide sales materials, such as calculators, pens and a cash bank. St. Martin's cannot provide monetary change.

### State and Local Use and Sales Tax Certificate

- All merchants must provide St. Martin's with a copy of their State and Local Use and Sales Tax Certificate **before their application is accepted.** A copy must be displayed in each merchant's booth throughout the Market.
- Exempt merchants must provide written documentation of the exemption. This documentation will be provided to St. Martin's accounting and legal departments.

### Contributions

- Merchants must agree to make a tax-deductible donation of 15% of total gross (pretax) sales and orders that result from participating in all three days at the Joy of Giving Market. The 15% tax-deductible donation is distributed to local charities in the form of Community Outreach Grants designated by ECW and St. Martin's Outreach Ministry. **The donation will be collected on the last day of the market during checkout.**
- Merchants are encouraged to donate an item that represents their merchandise to the **Joy of Giving Market Online Silent Auction.** All items donated to the Online Silent Auction will be displayed at the Market (space allowing) and posted on the Online Auction platform including the merchant's name, booth number and a link to their

website, if applicable. Donations of items to the Online Silent Auction are tax-deductible. A tax receipt will be emailed after the conclusion of the Online Auction. Proceeds of the Online Silent Auction are distributed to local charities through Community Outreach Grants designated by ECW and St. Martin's Outreach Ministry.

- Merchants who wish to donate an item for the Online Silent Auction must email a **description** of the item, including fair market value, dimensions, any additional helpful information, and a **picture** (preferably 1088 x 816 pixels, maximum file size of 1MB) to joyofgiving@stmartinsepiscopal.org by **Thursday, Aug. 31**. Donated items must be made available to the Online Silent Auction Committee by **noon Tuesday, Oct. 10**.

### **Selling Food and Beverages/Food Permits**

- The City of Houston Health Department requires that all merchants selling and/or sampling foods must have a Temporary Food Permit from the City of Houston.
- Information is available at [houstontx.gov/health/Food/or](http://houstontx.gov/health/Food/or) through the Bureau of Consumer Health Services at 832-393-5740.
- Permits must be kept on-site at all times during the Market. For ease of access by City of Houston Inspectors, permits may be displayed on the booth's exterior.

### **Publicity**

- St. Martin's parishioners will receive frequent announcements, mailings and emails.
- The Market is publicized on Facebook and Instagram. Merchants are encouraged to use the **social media** hashtag **#JoyofGiving**, to post photos of products and share booth information for Market patrons. **Facebook:** @joyofgivingmarket and **Instagram:** @st.martinsjoyofgivingmarket
- St. Martin's social media outlets will provide details about the Market, the Online Silent Auction and information about all merchants. Merchants will receive an email requesting posts to be added to Market pages at random leading up to the Market. Specifications for these social media posts will be sent via email.
- The description of merchant donations to the Online Silent Auction will include the merchant's name, booth location and, if applicable, a link to the merchant's website. Access to the Online Silent Auction is not limited to Market shoppers and provides increased exposure for participating merchants.
- All attendees will receive a printed Joy of Giving Market program that includes the names of the merchants (by both booth number and by name and location). The program will include maps of the Market booth space layout.
- Each merchant will be provided an 11" x 17" sign on poster paper that will include the merchant's business name and booth number.

## Refunds, Empty Booth Policy and Inspections

- Refunds of booth fees will only be granted if reservations are **canceled in writing by Friday, Sept. 1.**
- All merchants must be present in their assigned booths for electrical inspection by 1 p.m. Tuesday, Oct. 10. Set up must be completed and each merchant must be in their booth by 3:30 p.m. Tuesday, Oct. 10. Each merchant must be present in their booth by 9:30 a.m. Wednesday, Oct. 11, and Thursday, Oct. 12. In case of an emergency, merchants should notify Jane Munoz or Cameron Selinidis at [joyofgiving@stmartinsepiscopal.org](mailto:joyofgiving@stmartinsepiscopal.org).
- If merchants close their booth and leave the Market before it officially closes at 3 p.m. Thursday, Oct. 12, they may be subject to an additional fee.
- **Merchants who have not checked in with Jane Munoz or Cameron Selinidis by 1 p.m. Tuesday, Oct. 10 will forfeit their booth space and all fees unless the Merchant Chair approves an exception.**

## Merchant Check-In and Unloading

- The Market will have a designated move-in schedule. Each merchant will be assigned a specific window of time to move in that must be strictly observed. If a merchant misses the assigned time, the merchant must wait until after the last group has moved in.
- Designated unloading areas and times will be mailed to merchants in September. The merchants' designated unloading area will also be the same designated loading area when the Market closes.
- Merchants will be checked in at their designated unloading area before unloading. Jane Munoz, Merchant Chair, or Cameron Selinidis, Merchant Co-Chair, will be at the unloading areas to greet merchants and hand out Joy of Giving Welcome packets. The Welcome packet will contain Market information, official "Market" name tags (these "Market" name tags must be worn during set up and throughout the duration of the Market), and a Trailer Parking Permit (if parking a trailer on church premises).
- Merchants must provide dollies, carts or helpers needed to unload their merchandise and booth display materials. **Church staff and volunteers will not be available to load and unload merchandise, furniture, etc.**
- Merchants must unload their merchandise as quickly as possible from vehicles before setting up the booth. Merchants must move the vehicles from the unloading area to the merchant parking lot by the end of their scheduled unloading time.
- All electronics must be plugged in by **1 p.m. Tuesday, Oct. 10, for an electricity check.**
- Wi-Fi log-in information will be provided in the Welcome Packet. **Merchants should consider having a backup Wi-Fi connection in case there is a network outage.**

## Safety and Security

- Security officers will be on duty during set up, throughout the Market hours and during tear-down. In case of a life-threatening emergency, merchants should call 911 immediately and notify a Market committee member.
- If merchandise is missing from a booth or display area, merchants should notify a Market committee member immediately. The committee member will contact a member of the security team.
- St. Martin's will provide official Market name tags. Merchants and their representatives must wear them at all times. Merchants who do not wear a Market nametag will be escorted from the shopping areas by a member of the Security team.  
**Nametags must be returned at check-out on Thursday, Oct. 12.**

## Parking

- **Merchants must park in the designated merchant parking area and not in other church parking areas.** A limited number of trailer parking spaces will be designated on campus for a fee of \$50, reserved before Wednesday, Oct. 4.
- Merchants who reserve trailer parking will receive a permit upon check-in.
- Trailers must stay parked for the duration of the Market.
- Merchants who have a trailer on campus without a permit will be subject to a fine of \$100 upon check-out.

## Changing Rooms

- Shoppers may use the restroom areas in and around the Market to try on clothing. Dedicated changing rooms are not available.
- Merchants who allow shoppers to try on clothing or other merchandise are responsible for ensuring the safe return of their goods.

## Hospitality, Lunches and Concessions

- Market volunteers will be available to monitor booths for five-minute periods when requested by a merchant. Market volunteers cannot function as sales representatives during these periods. Merchants may bring a sign to inform customers should they temporarily leave their booth.
- Merchant Hospitality rooms with drinks and snacks will be provided on Tuesday, Wednesday and Thursday.
- Café St. Martin's will sell lunch from 11 a.m. to 2 p.m. on Wednesday and Thursday in Bagby Parish Hall.

## Check-Out and Tear-Down Procedures

- **Check-out begins at 3 p.m. Thursday, Oct. 12. There is no early check-out time.**
- Merchants will be asked to provide their sales totals from the previous day when they check-in at the front of their area on Wednesday and Thursday morning between 9 and 9:30 a.m.
- Shortly after 3 p.m., Thursday, Oct. 12, a check-out facilitator will meet merchants at their booth to obtain an accounting of Thursday's sales, calculate their 15% contribution from all days and collect donations. Documentation of this calculation will be provided to each merchant. **Payment may be made to St. Martin's via Square. Checks are also accepted. St. Martin's cannot accept cash.**
- Sales of products that are not available to take home during Market hours (for example, items to be monogrammed or produced at a later date) are considered "orders" and must be reported regardless of whether the customer pays at the Market or at a later date. All orders taken during the Market are considered transactions subject to the 15% sales donation.
- **Merchants may not start tearing down before the Market closes at 3 p.m.: doing so will subject the Merchant to an additional fee.** Merchants may start tearing down and packing at 3 p.m. while waiting for the check-out facilitator. Merchants may leave their booths to start loading vehicles only after checking out and settling their account with the check-out facilitator.
- The Market Committee Treasurer and Assistant Treasurer will be available during checkout to assist the merchants with any questions or concerns.
- **Merchants are responsible for removing all trash from their booths. Recycling containers are available on campus to dispose paper products. St. Martin's requests that all trash be removed from the booths.**

## Questions

Questions or concerns may be sent to the Merchant Chair, Jane Munoz or the Merchant Co-Chair, Cameron Selinidis, at [joyofgiving@stmartinsepiscopal.org](mailto:joyofgiving@stmartinsepiscopal.org).