



St. Martin's Episcopal Church
717 Sage Road • Houston, Texas 77056
www.smec.org

Contact: joyofgiving@smec.org

2026 Joy of Giving Market

Merchant Application and Details

Overview

The **Joy of Giving Market** is the primary fundraiser for the Episcopal Church Women (ECW) of St. Martin's Episcopal Church. Proceeds from the Market directly fund **Community Outreach Grants** administered through St. Martin's Outreach Ministry, supporting charities that serve disadvantaged individuals.

In 2025, these grants benefited **more than 30 faith-based organizations** addressing critical needs such as human trafficking prevention, senior care, services for at-risk children and youth, prisoner rehabilitation, homelessness, hunger relief, mental health services and international partnerships.

Merchant participation plays an essential role to the success of this mission.

Location and Market Hours

St. Martin's Episcopal Church
717 Sage Road (at Riverway Drive)
Houston, Texas 77056

Market Hours: Tuesday, Oct. 13: 4–8 p.m.; **Wednesday, Oct. 14:** 10 a.m.–6 p.m.;
Thursday, Oct. 15: 10 a.m.–3 p.m.

*Some merchants will be required to check in and begin setup on **Monday, Oct. 12** (federal holiday).*

Application Process

Applications and materials must be **submitted and paid for** through the online application portal.

An application will be reviewed only after all requirements below are complete:

- Payment submitted in full
- Completion of all required agreements:
 - 2026 Market Details Agreement
 - Sales Donation Agreement
 - Indemnity and Hold Harmless Agreement
 - Market Cancellation Agreement
- Submission of a **State and Local Use and Sales Tax Certificate**
 - Certificate must be displayed in the booth during the Market
 - Tax-exempt merchants must provide written proof of exemption
- Submission of **food permits** (if applicable) and current product or booth photos

Required documents and photos must be emailed to:
joyofgiving@smec.org

Selling Food and Beverages / Food Permits

The **City of Houston Health Department** requires all food merchants who sample products to obtain a **Temporary Food Permit**.

Additional information: Website: houstontx.gov/health/Food - Bureau of Consumer Health Services: **832-393-5740**

Permits must be kept **on-site at all times** during the Market and may be displayed on the exterior of the booth for easy inspection.

Important Dates and Notifications

- **Application deadline:** Friday, **May 29**
- Merchant selection is made by the Joy of Giving Market committee; prior participation does not guarantee acceptance or booth location.
- Requests for booth placement, lighting, or location should be included in the application.
- **Acceptance or waitlist notification:** Friday, **June 12** (email)

- Accepted merchants will receive further information, including unloading instructions and schedules, in September
- Wait-listed merchants will receive a deposit refund by mid-June

Merchants must report promptly any contact changes to:

joyofgiving@smec.org

Merchandise and Product Guidelines

- All merchandise must be **original**.
 - **Imitation designer items** are not permitted.
 - All products and displays must be appropriate for a **church and faith-based setting**.
 - Political or otherwise inappropriate items are not allowed.
 - **Burning candles and incense** are prohibited.
 - Efforts will be made to avoid duplicate offerings; however, **product exclusivity is not guaranteed**.
 - St. Martin's reserves the right to require the removal of any merchandise deemed inappropriate.
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Booth Dimensions, Pricing and General Information

Booth Pricing

- **Single Booth:** \$225
 - **Corner Booth:** \$275
- **Single Booth (Food Merchants Only):** \$200
(City of Houston Food Permit required)
- **Double Booth:** \$500
(Limited availability; no corner double booths)

Booth Specifications

- **Single Booth:** Approx. 9' x 11' with 400 watts of electricity
- **Double Booth:** Approx. 9' x 22' with 800 watts of electricity

Tables and Equipment

- Uncovered **6' x 30" tables** available for rental at **\$20 each** (prepaid).
- Table reservations must be made **by Wednesday, Oct. 7**, to ensure availability.

Parking

- **Trailer parking is \$150** to allow for maximum shopper parking. We encourage merchants with trailers to park them off-site. St. Martin's is not liable for any damage or theft.
 - Designated **Merchant Parking** will be available.
 - Ridesharing is encouraged to preserve parking for shoppers.
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Contributions

Merchants must agree to make a **tax-deductible donation of 15% of total gross (pre-tax) sales** generated during the three-day Market.

- Donations are collected on the **final day** of the Market at checkout.
- Funds support Community Outreach Grants designated by ECW and St. Martin's Outreach Ministry.

Silent Auction

Merchants are encouraged to donate an item representing their merchandise to the **Joy of Giving Market Silent Auction**.

- Donated items will be displayed at the Market and labeled with:
 - Merchant name
 - Booth number
 - Website link (if applicable)
- Silent Auction donations are **tax-deductible**.
- A tax receipt will be emailed after the auction concludes.

Deadline for donated items: Must be delivered to the Silent Auction Committee by **noon on Tuesday, Oct. 13**.

Publicity and Promotion

St. Martin's will promote the Market, Silent Auction and participating merchants through: Social media, Parish announcements, Mailings and email communications.

Merchants will receive email requests for social media content prior to the Market, along with posting specifications.

Social Media Channels: Facebook: **@joyofgivingmarket** Instagram:

@st.martinsjoyofgivingmarket

Merchants are encouraged to post and tag their participation using the hashtag:

#JoyofGiving