



*Chapelwood
United Methodist Women's
Spring Thing Market
February 27-28 & March 1, 2018*

September 5, 2017

Dear Exhibitor,

It is time to make your plans to exhibit at our 2018 SPRING THING MARKET, A SHOPPING EXTRAVAGANZA. Chapelwood is located in the heart of Memorial and the market attracts loyal, upper income shoppers. Last year, the show featured 75+ vendors with gross sales over \$306,000. This year marks the 55th year of SPRING THING! We are very excited about this year's market and hope you will apply to participate. All proceeds received from the market benefit local, national, and international mission projects.

Market Hours

Tuesday, February 27th

Set-Up

8:00 a.m. - 2:00 p.m.

Preview Party

5:00 p.m. - 8:30 p.m.

Wednesday, February 28th

9:00 a.m. - 5:00 p.m.

Thursday, March 1st

9:00 a.m. - 3:00 p.m.

Booth Fee

The booth fee is \$125 for a single booth (approximately 8X8). **All applications must be received with the single booth fee included.** The fee is NON-REFUNDABLE if you are accepted into the show. Your check will be shredded if you are NOT accepted. For returning vendors we will attempt to assign the same booth as in prior years but cannot guarantee this in every case.

We do have a limited number of larger booths available for an additional fee. If you would like to be considered for a larger booth, please indicate so on your application. If your application is accepted, you will be contacted if a larger booth is available and the additional fee will be requested. These larger booths will be assigned based on tenure, booth layout, as well as past sales.

Contribution

Chapelwood United Methodist Women sponsor the SPRING THING MARKET each year to raise money for missions that help women and children in need. **Our success depends on your contribution of 15% of your total pre-tax sales, which will be paid at check-out on March 1, 2018.**

Silent Auction

We ask each exhibitor to donate to our Silent Auction one "top seller" item representing a customer's typical purchase from your booth. It will be displayed prominently during the show, along with the exhibitor's business card, which should be included.

Booth Layout

One 6' table and two chairs will be provided for each booth. Additional tables are available for \$10 each. Table coverings are not included. If your booth layout includes large or tall displays that would hinder a neighboring vendor, we ask that you enclose a layout of your booth to facilitate booth placement.

Selection Process

The selection process is by jury. Your application form must be completed and must include a good quality photograph(s) of your merchandise and booth, even if you have been in the show in previous years. **If you have never been in the show please send pictures of your booth as it will be set up at our market.** The quality of your photograph(s) will affect your selection chances. **Your photograph(s) will not be returned. You may also email your photos to chapelwoodspringthing@gmail.com.** Application forms should be submitted by **October 15, 2017**. Acceptance correspondence will be sent via email before December 15, 2017.

Due to the high demand for booth space at SPRING THING MARKET, we will again create a waiting list. Those placed on the waiting list will be notified via email by December 15, 2017. Applicants chosen from the waiting list will be notified by January 31, 2018. Those vendors who are not chosen will be notified and deposit checks will be shredded.

Merchandise/Products

Only original items may be sold at Spring Thing -- **no imitation designer items will be allowed.** Chapelwood United Methodist Church does not promote the use of alcohol or alcohol related products so please refrain from using such products in your displays. Also, please make sure your merchandise and displays use appropriate language for a church.

The Spring Thing Committee reserves the right to ask vendors to remove products or merchandise deemed inappropriate from display.

Booth Management

You are responsible for all sales and orders. You or a representative of your company must be in attendance during market hours to operate your booth. All booths must be open during all 3 days of the market.

Mailing List

We hope that you are able to include Spring Thing Market in your plans for 2018. However, we realize that circumstances and businesses change. **Please let us know if you would like to be removed from our mailing list by emailing us at chapelwoodspringthing@gmail.com.**

Thank you for your interest in Chapelwood's SPRING THING MARKET! We look forward to hearing from you.

Sincerely,

Ashley Pate & Taylor Shaver
2018 Vendor Co-chairmen
(713) 628-4955 Ashley
(512) 663-0310 Taylor
Email: chapelwoodspringthing@gmail.com

Julie Treadwell
Vendor Advisor
(713) 825-1523



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Business Name: _____ Phone: _____

Your Name: _____ Cell: _____

Street Address: _____

City, State, Zip: _____ Fax: _____

Email Address: _____

Website Address (if applicable): _____

To help us get acquainted with you, please answer the following questions:

1. Have you been in the show before? _____ When? _____
2. How did you learn about Spring Thing Market? _____
3. Are you a Chapelwood church member? _____
4. List three (3) of your 2016-2017 shows and your gross sales in each.

Description of **items and price range of items** which will be offered for sale at Chapelwood's 2018 Spring Thing Market. Only original items may be sold at Spring Thing -- **no imitation** designer items will be allowed.

*This application is considered based on the items listed above. Any variance from these items must be approved in advance and will subject the vendor to reconsideration in the show. Additional vendors are not permitted to share your booth.

SILENT AUCTION ITEM:

I will donate the following for the Silent Auction. Please list approximate value and give a brief description.

CATEGORY:

Please check the categories that would best describe the merchandise sold: Also indicate what percentage of your items are representative of those categories.

- | | | | |
|---|--------|---|--------|
| <input type="checkbox"/> Art | _____% | <input type="checkbox"/> Jewelry | _____% |
| <input type="checkbox"/> Cards | _____% | <input type="checkbox"/> Ladies' Clothing | _____% |
| <input type="checkbox"/> Candles | _____% | <input type="checkbox"/> Ladies' Handbags | _____% |
| <input type="checkbox"/> Children's Clothes | _____% | <input type="checkbox"/> Non-profit | _____% |
| <input type="checkbox"/> Food items | _____% | <input type="checkbox"/> Pottery | _____% |
| <input type="checkbox"/> Gifts | _____% | <input type="checkbox"/> Toys | _____% |
| <input type="checkbox"/> Home Decor | _____% | <input type="checkbox"/> Other _____ | _____% |

BOOTH AND EQUIPMENT REQUESTS:

Single booth with 1 (6 foot) table & 2 chairs (approximately 8' X 8') **\$ 125.00**
(check for \$125 must be included to be considered)

_____ Number of Additional tables @ \$10.00 each _____

Total Booth and Equipment Fees Paid \$
=====

_____ I do not need a table _____ I do not need chairs

_____ Number of electrical outlets needed (maximum of 2)

_____ Check if you would like to be considered for a larger booth at an additional cost.

_____ Check if you would like to be considered for a corner booth at an additional cost.

_____ Check if your booth layout includes large or tall displays. If checked please submit pictures and dimensions of your booth setup.

Returning Vendors Only: Would you like to be considered for the same booth as you had in 2017? _____

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

**Chapelwood UMW Spring Thing Market
Ashley Pate & Taylor Shaver
11140 Greenbay
Houston, Texas 77024**

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INDEMNITY AND HOLD HARMLESS AGREEMENT

The Merchant agrees to indemnify, defend and save harmless the Chapelwood United Methodist 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 non-performance 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 _____ 201__

Merchant: _____

By: _____

DONATION AGREEMENT

I agree to donate fifteen percent (15%) of total pre-tax sales and sales orders from the Chapelwood Spring Thing Market to the Chapelwood United Methodist Women.

Signature: _____

Print Name: _____

Merchant: _____

Address: _____

City/State/Zip: _____

Phone/Fax/email: _____