

BETH YESHURUN DAY SCHOOL



The shopping event of the season!

4525 BEECHNUT BOULEVARD * HOUSTON, TEXAS 77096-1896 *
[713-666-1884](tel:713-666-1884) * FAX [713-666-2924](tel:713-666-2924) *

January 10, 2012

Dear *Market* Vendor,

This year marks Beth Yeshurun Day School's 10th Annual holiday shopping extravaganza! We are pleased to invite you to participate in ***The Market*** (formerly the Beth Yeshurun PTO Holiday Bazaar). ***The Market*** opens this year with a fun filled Preview Party on Tuesday, October 23rd and continues all day on Wednesday, October 24th. We are thrilled to be co-chairing this year's event and look forward to a HUGE success!

The Market focuses on offering a wide variety of merchandise and services. A selection process will be used enabling ***The Market*** to limit the number of merchants in each category and ensure a variety of merchandise for shoppers.

Attached in this email you will find our 2012 Market Information Sheet, Registration and Waiver forms. Please complete these forms and return them to Beth Yeshurun in order to reserve your spot. Registration forms and payment must be submitted by May 1, 2012.

Although the deadline for Market Applications is May 1st, interested vendors are encouraged to return completed applications and supporting materials as soon as possible. We will be sending a confirmation to participating vendors no later than June 1, 2012.

If you have any questions or comments, please feel free to contact either Julie Levine or Brenlee Selchen. We look forward to receiving your application.

Sincerely,

Julie Levine, Co-chair
julie@theeventagenda.com
[713.890.2423](tel:713.890.2423)

Brenlee Selchen, Co-chair
brenleeselchen@sbcglobal.net
[713.962.6832](tel:713.962.6832)



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Beth Yeshurun Day School

October 23-24, 2012

MARKET INFORMATION SHEET

MARKET HOURS

The Market will be held on Tuesday, October 23rd from 6 to 9 pm and on Wednesday, October 24th from 8 am to 4 pm in the Pulaski-Rauch Auditorium at Congregation Beth Yeshurun located at 4525 Beechnut, Houston, TX 77096.

BOOTH FEES

The registration fee for a single booth is \$125 (approximately 8'x8'). The fee is **NON-REFUNDABLE** if you are accepted into *The Market*. We also offer limited spots to service vendors for \$250 per table. A service vendor is defined as a vendor advertising their professional services, and therefore, will not give back 10% of their proceeds at the conclusion of *The Market*.

In addition, vendors must agree to make a tax-deductible donation of 10% of total pre-tax sales and orders that result from your participation at *The Market*.

One 8' table and two chairs will be provided for each booth. Additional tables are available for \$12 each. Due to a limited quantity of additional tables, availability will be on a first come first serve basis. Be sure to include your additional table requests with your Registration form. Table coverings are not included. If your booth layout includes large or tall displays that would hinder a neighboring vendor, please let us know so that we may facilitate booth placement. If you have any special requests, specify this on your Registration form as we will not be able to accommodate you on the day of *The Market*.

CHECK-IN

Vendors may check in beginning at 4 pm on Monday, October 22nd. All vendors must be checked in no later than Tuesday, October 23rd at 1 pm. There will be a Vendor Check-In table at the Beechnut entrance in front of the Pulaski-Rauch auditorium where you will receive your Vendor Nametag and paperwork.

RAFFLE BASKETS

Each vendor is asked to donate an item for our raffle which occurs during the day of *The Market*. Donating an item for our raffle is an excellent way to promote your booth. If you are not able to submit your raffle item with your forms, you can mail your item in to: Beth Yeshurun Day School, c/o *The Market* Chairs, 4525 Beechnut, Houston, TX, 77096. Please include your business card with the item along with the Retail Value of the Item.

NO LIABILITY

The building is locked at night and all reasonable care will be taken to ensure the safety of your merchandise; HOWEVER, NEITHER CONGREGATION BETH YESHURUN, BETH YESHURUN DAY SCHOOL, or THE MARKET COMMITTEE ARE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO VENDORS' MERCHANDISE. Please take such precautions against theft or loss of your merchandise as you see fit. No one (other than staff) will be admitted into *The Market* area until 8 am without a Vendor nametag. This is for your booth security. A waiver form is included. Please read thoroughly, sign and include it with your completed Application.

MEALS/SNACKS

Pre-ordered box lunches and drinks will be available on Wednesday, October 24th for \$9. Lunches will be delivered to your booth at approximately 11:30 am. Complimentary coffee and bagels will be available to vendors the morning of *The Market*.

HOSTESSES

Hostesses will circulate throughout all shopping areas during *The Market*. These hostesses will be available to bring you beverages or snacks or stay at your booth should you need to leave it for a short period. They may not handle sales for you.

SALES

At check-in, you will receive a 'Sales Card' where total daily sales will be recorded. You (the Vendor) are responsible for bringing YOUR OWN triplicate receipt books. Receipts will be written in triplicate for 1) the customer, 2) your records and 3) Beth Yeshurun's records. Even on a credit card sale, issue a receipt in triplicate. Please provide change for your cash customers. You are also responsible for providing bags for your customers. If you take an order during the show, the sale must be included in your total gross sales figures for the show.

VENDOR CHECK-OUT

The Market will close at 4 p.m. on October 24th. Please do not start packing or dismantling your booth prior to 4 pm. Vendor Check-Out will begin after 4 pm. Please bring the completed 'Sales Card' along with ALL of your receipts to the Vendor Check-Out station (PTO Table). A cashier will validate your sales figures. Your contribution of 10% of your gross sales is to be paid by cash or check before you leave on that day.

Please return your completed and signed Registration & Waiver forms along with payment to us by May 1st, so that we can save you a spot in *The Market!* We are excited about your participation in *The Market* and look forward to a successful show for all.

Sincerely,

Julie Levine and Brenlee Selchen
The Market Co-Chairs

713.890.2423 Julie Levine (Julie@theeventagenda.com)
713.962.6832 Brenlee Selchen (brenleeselchen@sbcglobal.net)



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2012 Beth Yeshurun Day School

The Market

REGISTRATION FORM

Due May 1, 2012

Business/Merchant Name: _____

Contact Person: _____

Business Address: _____

City/State/Zip: _____

Telephone Number: _____ Cell Phone: _____

Email Address: _____

Web Address: _____

Are you a Beth Yeshurun synagogue member? Yes No

Have you participated in a previous Beth Yeshurun Market? Yes No

If yes, which years? _____ Please describe your past experience:

Booth Information

One 8' table and two chairs will be provided for each booth. A limited quantity of additional tables are available for \$12 each. Please indicate below if you need additional tables to ensure availability at the show. Table coverings are not included.

Please provide a description below of your booth and items to be sold/ordered with the price range of items. Be as descriptive as possible.

Booth Request:

_____ Single Booth (Approx 8'x8') = \$125

_____ Double Booth (Approx 8'x16')= \$225

Additional Options:

_____ Additional Table(s) 8'x30' table= \$12

_____ Total Dollars For Tables

_____ Lunch= \$9/each (includes 1 drink)

___Water ___Diet Coke ___Tea

_____ Total Dollars for Lunch

Total Fee Paid: _____

Check number: _____

Special Request: (i.e. electricity) _____

If electricity is needed, please note you are responsible for providing extension cord).

Raffle

Back by popular demand is the PTO sponsored raffle! You are encouraged to participate, but not obligated. In order to participate, we ask for a donation of an item or gift certificate to be sent in with your registration. Your name will be printed in the program as a contributor and supporter of the *The Market*. We appreciate your support of our PTO. (Please send in raffle item with Registration Form)

I wish to donate merchandise to the Raffle: _____ Yes _____ No

Item(s) Description with fair market value:

Other Information

- All communication for *The Market* will be sent to you via e-mail.
- Applications are due no later than May 1st. All applicants will be notified by June 1st of their acceptance.

I, _____ have read and hereby agree to the 2012 Vendor Terms and Conditions in order to participate in the Beth Yeshurun Day School's *The Market*.

Signature

Date

Mail completed registration form, check payable to Beth Yeshurun PTO and signed waiver:

Beth Yeshurun Day School
4525 Beechnut Street
Houston, TX 77096
Attention: Julie Levine/Market Co-chair



WAIVER OF LIABILITY FOR PERSONAL PROPERTY DAMAGE OR LOSS

_____, the owner (“OWNER”), or duly authorized and named agent of the OWNER of the personal property to be displayed or housed at The Market at Beth Yeshurun (“THE MARKET”) 4525 BEECHNUT, Houston, Texas 77096, do hereby agree to and state the following:

WHEREAS, the OWNER has agreed or has a desire to display or store Property which shall be defined to include but is not limited to the following: personal property of any kind, merchandise, advertising, displays, receipts, and currency; that are owned or in the OWNER’S custody.

Now, therefore, the parties agree to and acknowledge the following:

1. The OWNER acknowledges that the PROPERTY will be stored or displayed in the in publicly accessible places.
2. The location of display or storage of the PROPERTY may not be supervised at all times.
3. The Owner agrees to hold agrees to release from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury to any property in the possession of OWNER, the MARKET, the volunteers, Beth Yeshurun Day School, its employees, and/or agents including but not limited to for any loss or damage to their PROPERTY due to theft, fire, water, man made or natural causes, acts of GOD, any acts whether willful or negligent of any kind that might damage the PROPERTY.

In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it, and sign it voluntarily as my own free act and deed: no oral representations, statements, or inducements, apart from the foregoing agreement have been made; I am at least eighteen (18) years of age and fully competent; and I execute the release for full, adequate, and complete consideration, fully intending to be bound by the same.

Executed this _____ day of _____ 2012

Merchant: _____

By: _____

DONATION AGREEMENT

I agree to donate ten percent (10%) of total pre-tax sales orders from *The Market* to the Beth Yeshurun Day School PTO.

Signature: _____

Print Name: _____

Vendor: _____

Address: _____

City/State/Zip: _____

Phone/Email: _____