

# 1<sup>st</sup> Saturday Craft & Vendor Market

Asbury United Methodist Church Pavilion  
5354 Space Center Blvd, Pasadena, TX 77505



# 2<sup>nd</sup> Saturday Craft & Vendor Market

Parkgate Community Church Parking Lot  
3715 Preston, Pasadena, TX 77505

## 2017 Guidelines

Set up 7:45am

Event Hours 9:00am-3:00pm

[www.craftandvendormarket.webs.com](http://www.craftandvendormarket.webs.com)

[craftandvendormarket@gmail.com](mailto:craftandvendormarket@gmail.com)

### Booth Space:

**1<sup>st</sup> Saturday:** Booth spaces are roughly 10'x10'

**2<sup>nd</sup> Saturday:** Booth spaces are roughly 12'x12' (the size of 1½ parking spaces).

### General Information:

- Both markets are held outdoors. The 1<sup>st</sup> Saturday Market is held under a pavilion. Canopy/tents are not allowed due to space. A canopy/tent (with weights) is highly recommended for the 2<sup>nd</sup> Saturday Market. A limited number of spaces have access to electricity. Tables and chairs are **NOT** provided.

### Fees:

- Booths are \$35 for the 1<sup>st</sup> Saturday Market and \$30 for the 2<sup>nd</sup> Saturday Market.
- Electricity is available for an additional \$10 and must be paid for in advance. There are a limited number of spaces with access to electricity. Vendors are responsible for their own cords and adapters to reach electrical outlets. All cords need to be taped down for safety.

### Payments:

- Payments will be handled through PayPal. Once an application is received and approved, an invoice will be sent. Vendors will be assigned a booth once payment is received.
- Vendors who do not have access to the internet may mail a check or money order payable to **Jennifer Pitts to: 4808 Fairmont Parkway #187, Pasadena, Texas 77505**
- **ALL Payments are due the Wednesday before the event.**

### Refunds:

- No refunds will be given and there are no credits given to vendors who cancel prior to the market.
- Failure to show at the event will result in forfeiture of all fees. The vendor will not be asked back to future events.

### Cancellation:

- In the event of severe weather we will either delay opening or cancel the market. Markets that close before 11am or are cancelled because of weather will result in ½ of paid fees being applied to next month's market. Credits cannot be carried over and are only valid for the next month's market.

### Set-up:

- Vendors are responsible for their own tables and chairs (and cords/adapters if needed). Set-up begins at 7:45am and all vendors must be in place and ready to open for business by 9:00 am. Late set up is not allowed and vendors who have not arrived by 8:45am will be considered "no shows" and will forfeit all fees.
- Tables must be covered and all totes, boxes, crates, etc. must be neatly stacked or hidden from view. Nothing can be affixed or anchored to anything on the property. Parking allowed only in the designated areas. Driving and/or parking in the grass is strictly prohibited.
- Vendors are required to supply weights to hold canopies down.
- Pets, alcoholic beverages, smoking, and unapproved fundraising are not permitted.

### **Take Down:**

- Vendors will have 1 hour to disassemble their booth at the end of the event. Please make sure to dispose of any trash in or near your booth.
- Vendors who break down and leave earlier will not be asked back to future events and forfeit all fees.
- During the summer months (June-August), the market coordinator may choose to close the market at 1pm if the heat is extreme. This is only at her discretion.

### **Permits & Sales Tax:**

- Compliance with any and all city, county, state and federal rules/laws pertaining to their product line is the sole responsibility of each vendor.
- Sales tax requirements for the State of Texas are the sole responsibility of each vendor.
- The City of Pasadena requires all vendors selling food to have a permit. Please contact the Health Department at 713-475-5529 for information.

### **Advertising:**

- Both markets are advertised monthly on a mobile sign on the corner of Vista and Preston.
- All markets are featured on the Click2Kemah/Hometown Directories website and daily posts to their Facebook pages.
- The events are also advertised online on many sites and social networks. Fliers and other advertising will also run throughout the month. We ask that vendors share the event information with their customer base and social networks to ensure a good turnout.

### **Other Information:**

- All vendors are required to send a photo of the products to be sold with their application.
- Like products will be limited.
- Booth sharing is not permitted.
- Vendors will not be permitted to sell from the trunk of their cars and all cars must be moved prior to 8:45am to the designated parking area.
- Established vendors (in good standing) will be given first priority each month.
- Items for sale must be only those that have been approved on the vendor application.
- Merchandise and displays are expected to be in a professional and creative manner.
- The market organizer reserves the right to prohibit sales or distribution of any items it deems necessary.
- Novelty toys, antiques, resale, and flea market type items are not permitted.
- Vendors are expected to conduct themselves in a Christian manner as we are guests of Asbury United Methodist Church and Parkgate Community Church.
- Vendors are not permitted to sell or entice customers outside of their booth space.
- Minors and/or guests who accompany vendors may not loiter at other booths or in the church.
- Audio speakers/radios must not be played at a volume heard beyond your booth.
- Restrooms are available for vendors only.
- Booths must be staffed for the entire event.
- The market organizer reserves the right to dismiss any vendor without compensation for any reason.

### **Liability:**

- All vendors must complete and sign the Vendor Application which thereby releases, discharges, and agrees to indemnify, protect and save harmless the event organizer, its agents and employees, Asbury United Methodist Church, and Parkgate Community Church from and against all claims, demands, causes of action of every kind and character for any injury to or any loss of damage to property arising from participation in the event.

If you have any questions please call Jennifer @ (281) 389-9518.

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## 2017 Application

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Please print legibly.

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

Business Name: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

1<sup>st</sup> Saturday Dates: Jan. 7 Feb. 4 ~~Mar. 4~~ Apr. 1 May 6 June 3  
July 1 Aug. 5 Sept. 2 Oct. 7 Nov. 4 Dec. 2

2<sup>nd</sup> Saturday Dates: Jan. 14 Feb. 11 Mar. 11 Apr. 8 May 13 June 10  
July 8 Aug. 12 Sept. 9 Oct. 14 Nov. 11 Dec. 9  
Dec. 16 Pop Up Market (tentative)

### Booth Category:

Handcrafted Arts & Crafts \_\_\_\_\_ Fresh Flowers/Plants/Produce \_\_\_\_\_  
Baked/Canned Goods \_\_\_\_\_ Independent Retailer/Direct Sales \_\_\_\_\_  
Non-Profit \_\_\_\_\_ Other \_\_\_\_\_

Description of items to be sold: \_\_\_\_\_

Number of spaces requested: 1<sup>st</sup> Saturday: \_\_\_\_\_ x \$35 2<sup>nd</sup> Saturday: \_\_\_\_\_ x \$30

Electricity: \_\_\_\_\_ + \$10

Total Due: \_\_\_\_\_

By signing below I understand that I am responsible for obtaining any permits applicable for my booth. I have read and understand the policies and procedures regarding this event. I hereby release and discharge and agree to indemnify, protect, and save harmless the event organizers, their agents and employees, Asbury United Methodist Church, and Parkgate Community Church from and against all claims, demands, causes of action of every kind and character for any injury to or any loss of or damage to property arising from participating in this event.

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

*Please email application to [craftandvendormarket@gmail.com](mailto:craftandvendormarket@gmail.com) or mail a check or money order payable to Jennifer Pitts to: 4808 Fairmont Parkway #187, Pasadena, Texas 77505. If you have any questions please call Jennifer @ (281) 389-9518.*