



## **The City Market Merchant Application** **March 21 and March 22, 2022**

**Bayou City Event Center**  
9401 Knight Road, Houston, TX 77045

**The Houston Junior Forum's (HJF) inaugural fundraiser, The City Market, will be a noncommissioned market requiring Merchants to pay only booth rental fees plus charges for additional services.** Booth placement will be assigned to achieve the best balance of Merchants and is at the discretion of The City Market. There are a limited number of larger booths available.

### **The City Market Show Hours**

Monday, March 21 - 6:00 pm – 9:30 pm – Preview Party

Tuesday, March 22 – 9:30 am – Bubbles and Boxed Brunch + Early Shopping

10:30 am – Open to the public for General Admission

7:00 pm - Market closes

### **Booth Information**

Individual booths will be draped and include one covered 8' table and 2 chairs. Merchants should provide signage for their booth. Merchandise, signage, and chairs may not extend beyond the front of the booth boundaries.

#### **Booth Sizes and Rental Fees**

10' x 10' - \$550

10' x 15' - \$750 (limited number available)

10' x 18' - \$900 (limited number available)

8' x 20' Endcap - \$1,000 (limited number available)

#### **Additional Service**

8' or 6' draped table - \$12.00 each

Chairs - \$4.00 each

Electrical Circuit (1 x 20-amp duplex) \$35.00

### **Move in, set up, and breakdown**

- Merchants may begin move in and set up of booth at 11 am on Monday, March 21.
- Merchants must provide all carts, dollies, etc. necessary to move in merchandise and set up booth.
- Merchants must be in their booth and ready for customers 15 minutes prior to the opening of the market and of any special events of the market.
- Merchants may not start packing up or breaking down their booth before the market closes at 7 pm on Tuesday, March 22.
- All electrical devices shall be connected no later than 4 pm on Monday, March 21. A technician will be on-site to check each booth and assist with any technical difficulties.

### **Additional Merchant Information**

- Only Merchants approved by The City Market Merchant Review Committee may utilize booth space.
- **Merchants may not share booth space.**
- Merchants must provide all display/sales materials including such items as calculators, pens, cash bank, etc. The City Market will not be able to provide change.
- Wi-Fi is available in the venue and log in information will be included in the Merchant Information provided after Merchants have been selected to participate. The City Market does not guarantee the Wi-Fi connections to be available at all times. Merchants should consider having a backup Wi-Fi connection in case of any network outage.
- Merchants who have not checked in on-site by 2 pm on Monday, March 21, will forfeit their booth space and all fees, unless an exception has been granted by The City Market Merchant Review Committee.
- Please visit The City Market website ([www.thecitymrkt.org](http://www.thecitymrkt.org)). It will be live beginning on Monday, November 22.

### **Merchandise and Products**

- No imitation, replica, counterfeit, knockoff or unauthorized designer items will be allowed.
- Merchandise and products must be original.
- All merchandise must be tastefully displayed. Products that are considered inappropriate or political in nature are not allowed. HJF reserves the right to ask Merchants to remove merchandise deemed inappropriate.
- Burning candles and incense are strictly prohibited at The City Market.
- Every effort will be made to avoid duplicating Merchant offerings; HJF cannot guarantee product exclusivity for each Merchant.

### **Merchant Support of The City Market Silent Auction**

**In support of the event and in addition to the Merchant booth fees and other charges, each Merchant is required to provide an item or items representative of their merchandise with a retail value of \$100 to The City Market Silent Auction. The Auction will be virtual and on display during The City Market.**

All items will be displayed at The City Market Silent Auction and on the online Silent Auction platform with reference to the Merchant's name and booth number. Online bidding will begin prior to the opening day and remain open for at least 48 hours after The City Market closes. Merchant shall be given a receipt for items provided. Proceeds of The City Market Silent Auction are distributed to the programs and projects of Houston Junior Forum.

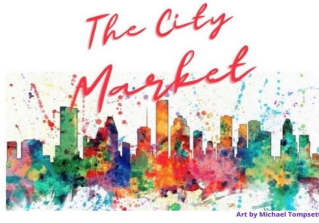
**A description** of the item, including a stated fair market value, **a photograph** (preferably 1088 x 816 pixels, maximum file size of 1MB), dimensions and any other helpful information, should be sent to [citymarkethouston@gmail.com](mailto:citymarkethouston@gmail.com), no later than **Monday, January 17, 2022**.

All Silent Auction items shall be delivered by the Merchant to **Houston Junior Forum, Inc. c/o Linda West, 11216 Wilding Lane, Houston, Texas 77024 no later than February 7, 2022. To schedule delivery contact: [Krista@citymarketauction@gmail.com](mailto:Krista@citymarketauction@gmail.com)**

As a thank you for your support of our silent auction, HJF will provide you with 3 complimentary Shopping Passes (value \$60) to share with your customers.

## **Publicity**

- Frequent announcements, mailings and emails will be made to HJF members, participating Merchants, Ticket Holders and the general public.
- The City Market will be publicized on Instagram (@thecitymkt) and on Facebook, (thecitymkt) prior to the event.
- Merchants are highly encouraged to use the tags listed above in all social media prior to the The City Market.
- All posts by The City Market are the property of The City Market and The City Market must be tagged on all reposts by Merchants.
- The printed shopping guide, which includes the names of the Merchants (by both booth number and by name and location), will be provided to all attendees. This program will include a map of The City Market layout.
- Please visit The City Market website ([www.thecitymrkt.org](http://www.thecitymrkt.org)). It will be live beginning on Monday, November 22. . After you have been selected to participate, we look forward to listing you on our Participating Merchant page. ([www.thecitymrkt.org](http://www.thecitymrkt.org))



# 2022 Merchant Application

## March 21- 22, 2022

**Benefitting the Houston  
Junior Forum Programs**

The City Market is a fundraising event benefiting the projects and programs of The Houston Junior Forum, Inc. (HJF). It is a noncommissioned market requiring only booth rental plus charges for additional services. To be considered for participation in The City Market you must include the following with the application:

- Full payment for the booth size requested in your application
- Full payment for any additional services requested in your application
- All information on the application must be complete
- 3 – 5 photos of your merchandise and booth set up

APPLICATIONS ARE ACCEPTED UNTIL **DECEMBER 15, 2021**. MERCHANTS WILL BE NOTIFIED OF ACCEPTANCE VIA EMAIL, ON OR BEFORE **JANUARY 10, 2022**. COMPLETING THE APPLICATION PROCESS DOES NOT GUARANTEE ACCEPTANCE. THE CITY MARKET MERCHANT REVIEW COMMITTEE SHALL REVIEW AND EVALUATE ALL APPLICATIONS FOR ACCEPTANCE.

APPLICATIONS MAY BE SUBMITTED TO [citymarkethouston@gmail.com](mailto:citymarkethouston@gmail.com) or mailed to :

The City Market,  
c/o Houston Junior Forum, Inc.,  
P. O. Box 7941  
Houston, TX 77270.

Company Name: \_\_\_\_\_ Yrs. In Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Facebook \_\_\_\_\_ Instagram \_\_\_\_\_

Website \_\_\_\_\_ Twitter \_\_\_\_\_

List two recent shows you have participated in. Include year and sales for each show

Show: 1. \_\_\_\_\_

Show: 2. \_\_\_\_\_

Please check up to **five categories** that best describe your merchandise for listing in promotional materials.

- Apparel/Accessories  Spring /Holiday  Home Décor  Monogram  Pets  Beauty  Garden
- Jewelry  Novelty  Sports  Candles  Gifts  Leather Goods  Nonprofit  Tableware  Children
- Gourmet Food  Men  Ornaments  Toys  Other \_\_\_\_\_

Houston Junior Forum  
The City Market Merchant Agreement

Description and Retail Price Range of Merchandise:

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**Cancellation Policy:** \_\_\_\_\_  **Please initial that you have read and agree to this policy**

If a Merchant needs to withdraw from The City Market, the Merchant must inform the Houston Junior Forum Inc., of such in writing. If canceled by **February 1, 2022**, The City Market will refund 75% of the booth fee to the Merchant. Fees for additional services will be 100% refundable if cancelled in writing by **March 1, 2022**.

**In the instance of an unexpected circumstance that causes The City Market, a fundraising event produced by Houston Junior Forum, Inc. to be deemed unsafe to host and/or a government policy is invoked that prohibits the occurrence of large public events, the Houston Junior Forum, Inc. reserves the right to postpone the event until such time as it is safe and advisable to hold The City Market.**

**INDEMNITY AND HOLD HARMLESS AGREEMENT** \_\_\_\_\_  **Please initial that you have read and agree to this policy.**

The Merchant agrees to indemnify, defend and hold harmless the Houston Junior Forum (hereinafter called HJF) and its officers, directors, agents, representatives and employees from any and all charges, claims, demands, liabilities, and causes of actions based upon or arising out of any damages, losses, expenses, charges, costs (including attorneys' fees and court costs), loss of property, injuries or illnesses sustained or incurred by any entity, person or persons resulting from or in any way, directly or indirectly, connected with the performance or nonperformance of this Agreement by Merchant, or the acts or omissions of 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; the Merchant further agrees to hold HJF harmless from any loss, damage or injury to property or person resulting from theft, fire or other casualty, provided however, that notwithstanding the foregoing, the Merchant does not agree to indemnify and save harmless the HJF, 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 HJF or any of its officers, directors, agents, representatives or employees. In the event a claim is filed against HJF of which the Merchant is to be held liable under the terms of this agreement, HJF will not settle such claim without the prior written consent of the Merchant. Neither party shall be held liable or responsible to the other party nor be deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any term of this Agreement to the extent, and for so long as, such failure or delay is caused by or results from causes beyond the reasonable control of the affected party including but not limited to fire, floods, embargoes, epidemic diseases, war, acts of war (whether war be declared or not), acts of terrorism, insurrections, riots, civil commotions, strikes, lockouts or other labor disturbances, acts of God or acts, omissions, or delays in acting by any governmental authority or the other party.

Houston Junior Forum  
The City Market Merchant Agreement

**Booth Choice:**

Please select your booth size:

- \_\_\_ 10' x 10' \$ 550
- \_\_\_ 10' x 15' \$900
- \_\_\_ 10' x 18' \$900
- \_\_\_ 10 x 20 Endcap - \$1000

**Additional Services**

Please check to order additional services

- \_\_\_ x 6' draped tables @ 12.00 each = \_\_\_
- \_\_\_ x 8' draped tables @ 12.00 each = \_\_\_
- \_\_\_ x additional chairs @ 4.00 each = \_\_\_
- \_\_\_ 20-amp duplex electrical service  
@35.00 each = \_\_\_

Please add fees for your booth and any additional services and include with your application. If you prefer to pay by credit card, please complete the credit card authorization below: A convenience fee of 4% will be added to all credit card payments. We do not accept American Express. Your check or credit card will not be processed until you have been accepted as a Merchant at The City Market.

**Name on the Credit Card** \_\_\_\_\_

**Total Amount** \_\_\_\_\_ **+ 4% convenience fee** **Credit Card #** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_ **Security Code** \_\_\_\_\_

**Date** \_\_\_\_\_

**Merchant** \_\_\_\_\_  
(please print)

**Signature** \_\_\_\_\_

To submit your application with a check please mail the completed form and your check to:

The City Market  
 % The Houston Junior Forum  
 P. O. Box 7941  
 Houston, Texas 77270

Your check will not be deposited until you have been selected to participate as a Merchant in The City Market. IF you are not invited to participate, your check will be mailed back to you at our earliest opportunity.