



Dear Prospective *Market in the Meadow* Vendor:

The Forest Meadow Junior High (FMJH) PTA will host the 28th annual *Market in the Meadow Holiday Gift Sale* on October 15th and 16th, 2011, at FMJH, 9373 Whitehurst (Mapsco 27A), Dallas, TX 75243. We invite you to apply to become one of the unique, quality vendors that make *Market in the Meadow* a huge success. Over 150 vendors participated in 2010 and again gave the show high marks for organization and vendor hospitality.

Market in the Meadow is a juried show of vendors. Vendors are selected based on the following criteria: quality of merchandise, uniqueness of merchandise, price of merchandise, and booth and display appearance. Past participation is considered, but does not guarantee acceptance in this year's show. In selecting vendors, efforts are made to choose a wide-range of merchandise to allow each vendor the opportunity to maximize sales.

A vendor application including pricing information is attached below. Current photographs of your merchandise and booth display must accompany your application for consideration. Photographs will not be returned. Merchandise samples, although not required for application, are very helpful in the jury process. All samples and photographs should be labeled with your company's name. Samples that you would like returned **must** include return postage or be picked up at FMJH on October 14th between 5:00pm and 8:00pm.

Booth sizes are approximately 100 square feet, but rarely a 10x10 square. While most booths are square or rectangular, some booths (particularly those in the main foyer) are irregularly shaped. Care is given to make sure that the shape allows maximum visibility. **Vendors are required to furnish their own display equipment, including tables, chairs, extension cords, etc.** Electricity is not available in all booth locations. A request for electricity must be made on the application form.

In an effort to help for better planning with our vendors, we have moved the deadlines earlier in the calendar year. Please make note of these changes. Applications are due **May 15th**. **A Booth Deposit of \$200 is due with your application.** Please make your check payable to FMJH-PTA. We encourage interested vendors to return their completed application with the appropriate materials as soon as possible as the date of receipt may be a decision factor. A vendor jury will be conducted during May & June to select the 2011 vendors. You will be notified of your status in writing no later than **June 15th**.

Food vendors, please make you read the changes we have made to Rule #20. Last year the City of Dallas significantly increased the fee for a Temporary Food Permit. This unforeseen increase has forced us to change our policy. Food vendors may now choose to **either** purchase their own Temporary Food Permit through the city of Dallas, or obtain a permit through Market in the Meadow for \$75.

If you are a selected vendor, the remainder of your booth fee (if any), a \$25 cleaning deposit, the \$75 food permit fee where applicable and all other paperwork will be due by **August 1st**. The cleaning deposit must be paid by a **separate check** that will be returned to you at the close of the show if you depart before 8:00 pm on Sunday and leave your booth area in the same condition it was when you moved in. Assigned booth spaces are not transferable without the written approval of the show's chairpersons. **Booths are not guaranteed until all fees and forms are received.**

We look forward to hearing from you soon. Please feel free to contact us if you have any questions or need any additional information. **E-mail inquiries are preferred.** Thank you for your interest in our show.

Sincerely,
2011 Market in the Meadow Booth Chairman
Stephanie Enlow
214-341-3894 rsenlow@sbcglobal.net



Please make checks payable to FMJH-PTA
 Market in the Meadow
 Box 742754, Dallas, TX 75374
 www.marketinthemeadow.com

2011 Vendor Application

Show Dates: October 15th & 16th
Application Due Date: May 15th
 Acceptance Notification Date: June 15th
 Final Form Due Date: August 1st

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Cell: (_____) _____

Contact Person: _____ E-Mail: _____

(Please print clearly as much of the communication with vendors is via email)

Are you a former Market in the Meadow Vendor? Yes No If yes, what year(s)? _____

What other shows have you participated in recently? _____

Location Preference: (Rank 1 through 4 with 1 being your first choice. Booth assignments are made based on the following criteria: previous booth location (if applicable), vendor requests, and type of merchandise. Returning vendors are not guaranteed the same location as a prior year, but will be given additional consideration.)

	<u>If received by 5/15/11</u>	<u>After 5/15/11</u>	<u>Electricity</u>	
_____ Entry Foyer & Main Hallway	\$300*	\$325*	add \$25	If available, would you like a double booth? _____
_____ Main Bldg Hallways & Cafeteria	\$250*	\$275*	add \$25	
_____ Gymnasium	\$225*	\$250*	add \$25	
_____ Courtyard	\$200*	\$225*	add \$25	

Merchandise Information (We reserve the right to accept all or part of your merchandise.) Please estimate the percentage for the types of merchandise in your booth (i.e., Gifts 60%, Silver Jewelry 40%):

Children's Apparel	Women's Apparel	Men's Apparel
Art	Books/Music	Christmas
Food **	Gifts	Home Accessories
Gold Jewelry	Silver Jewelry	Costume Jewelry
Handmade Jewelry	Stationery	Toys
Antiques	Purses/Belts	Other

**** FOOD VENDORS:** All vendors selling food or providing food samples must either request Market in the Meadow to provide their Temporary Food permit or provide their own and all shall be required to comply with all City of Dallas Food Protection requirements. Please signify your agreement to comply with all such requirements by signing below:

_____ I will provide my own permit

_____ I request that Market in the Meadow provide my permit and agree to pay \$75 for this service

Signature: _____ Date: _____

PLEASE SEE NO. 20 OF THE RULES AND GUIDELINES FOR FURTHER INFORMATION.

Price range of merchandise: _____ Do you need electricity? Yes No

If yes, what are your specific electrical needs? _____

A donation to the raffle is strongly encouraged and appreciated.

Are you willing to make a donation for the raffle benefiting FMJH PTA? Yes No Value:\$ _____

Please make checks payable to FMJH-PTA
 Market in the Meadow, Box 742754, Dallas, TX 75374

www.marketinthemeadow.com

RELEASE FORM

I, the undersigned, agree to abide by the Rules and Guidelines as herein stated. I further agree not to hold the Forest Meadow Junior High or the Forest Meadow Junior High PTA liable for any personal injury or any loss or damage sustained to equipment or merchandise during the operation, set-up or dismantling of the Market in the Meadow Holiday Gift Sale to be held in the Forest Meadow Junior High School building and on the school grounds at 9373 Whitehurst, Dallas, Texas 75243, on October 14, 15 and 16, 2011.

Name (Please Print) _____

Business Name _____

Signature _____

Date _____

**Please make checks payable to FMJH-PTA
Market in the Meadow
Box 742754, Dallas, TX 75374**

www.marketinthemeadow.com