



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

Rules and Guidelines

- 1. SHOW HOURS:** Show hours will be Saturday, October 15 from 9:00 a.m. - 5:00 p.m. and Sunday, October 16 from 11:00 a.m. - 5:00 p.m.
- 2. SET-UP TIME:** Show set-up times will be Friday, October 14, from 5:30 p.m. until 10:00 p.m. Vendors should not attempt to move in sooner, as the custodians must have time to clean before set up may begin. Vendors may not enter the building before 7:00 a.m. on Saturday or 9:00 a.m. on Sunday.
- 3. CHECK IN:** Vendors must check in before setting up their display. There will be three check-in tables: one in the foyer for the vendors located in the foyer and main hallway booths, one in the cafeteria for the cafeteria and courtyard booths, and one near the gym entrance for the gym booths. Each vendor will receive a Vendor's Packet and unloading instructions will be given at that time. Limited help for unloading may be available, however, help is not guaranteed.
- 4. PARKING:** All instructions regarding parking must be followed. Vehicles parked illegally or blocking other cars either during set-up or the Show will be towed. Vendor vehicles may not be parked in the concrete parking lot on the east side of the gym as this is premium parking for our customers.
- 5. CANCELLATIONS:** Vendors that cancel after October 1st, 2011, will not be refunded their booth fee.
- 6. NO SHOWS:** Vendors must be present Friday night, October 14th, for check-in and setup, or have called and made arrangements with the Show's chairmen prior to check-in Friday night. If vendors are not present or have not made prior arrangements with the Show's chairmen, the chairmen will assign their space for the show to wait-listed applicants. Booth fees will not be returned.
- 7. EQUIPMENT NEEDS:** Vendors should bring everything needed for their display including tables, chairs, 3-prong extension cords, etc. **DISPLAY EQUIPMENT WILL NOT BE PROVIDED OR AVAILABLE FOR RENT.**
- 8. CHECK OUT:** Vendors cannot move out before 5:00 p.m. on Sunday, and must be completely moved out by 8:00 p.m. Vendors moving out early or those not moved out by 8:00 pm Sunday night will forfeit their cleaning deposit.
- 9. CLEAN UP:** Each vendor will be provided a large trash bag in the Vendor's Packet at check-in and extra trash bags will be available, if needed, at the end of the day Sunday. Vendors should leave their booth as it was on Friday before set up. Vendors are required to remove the masking tape marking their booth before they leave.
- 10. BOOTH AREA AND LOCATION:** Each vendor is assigned approximately 100 square feet designated by masking tape. **Vendors must restrict their display to the boundaries of their assigned booth area.** This includes all display racks, dividers, tables, stands, etc. Changes in booth locations must be approved by the Show's Chairmen.
- 11. SHARING SPACE:** Vendors **cannot share or sell** any of their space without the approval of the Show's Chairmen. Failure to comply with these rules may result in both vendors being dismissed from the Show.
- 12. MERCHANDISE:** **Only** items listed in a vendor's original application may be sold. The Chairmen may ask a vendor to remove merchandise not listed on their original application. No nudes or any items considered by the Chairmen to be in bad taste will be permitted in the Show.
- 13. DISPLAY/BOOTH RESTRICTIONS:** The building is owned by the Richardson Independent School District ("RISD"). Display materials cannot be nailed or bolted to the floors, walls or ceilings. Only masking tape may be used to attach an item to the brick

walls or glass windows. No taping of any kind is allowed on any painted surface. Additionally, all display items are **required** to be placed on protective rubber coasters. This is an RISD requirement and will be strictly enforced. The City of Dallas Fire Marshal requires all booth set-up materials to be made of non-flammable materials or be treated with an approved flameproof solution and that all boxes be removed from the booth to the outside of the building or to the vendor's vehicle. No smoking is allowed inside the building, nor is incense burning allowed.

14. **NO CHANGE MADE:** Each vendor is responsible for his/her own money. Neither the Show's Chairmen, nor the food service can provide change.

15. **SECURITY:** Security will be provided by off-duty Dallas police officers at the school building from Friday, October 14, at 6:00 p.m. through the closing of the show on Sunday, October 16, at 5:00 p.m.

16. **FOOD/DRINK:** RISD forbids bringing alcoholic beverages into the building or having them on the grounds. Vendors may bring a cooler with food and soft drinks. There will be concessions available for purchase. No one other than the Forest Meadow Jr. High PTA and FMJH student organizations will be allowed to sell food for consumption on the premises.

17. **HOSPITALITY:** There will be hostesses available to relieve vendors for short periods of time (i.e., bathroom breaks). Two name tags and two free soft drink coupons will be provided for each booth. A hospitality room will be open to vendors for light refreshments.

18. **LATE APPLICATIONS:** Reservations made less than 15 days before the Show must be accompanied by a money order or cashier's check.

19. **CLEANING DEPOSITS:** All cleaning deposits must be collected at check out time. **No checks will be returned by mail.** Any cleaning deposit checks not picked up by the vendor by 8:00 p.m. Sunday, October 17th will be considered a donation to the FMJH PTA.

20. **FOOD VENDOR GUIDELINES: This a policy change.** Food vendors have a choice of either providing their own Temporary Food Permit OR our Market in the Meadow Food Chairman will acquire your permit for a fee of \$75. All vendors selling and/or sampling food products must have a Temporary Food Permit from the City of Dallas. If Market in the Meadow will be providing your Food Permit, you must let us know when you submit your application. Food vendors providing their own permit will not be able to check in for the show until a copy of the Food Permit is provided to the Booth Chair. It is highly likely that the City will conduct an on-site health inspection during show hours and could assess fines against Food Vendors not in compliance with the applicable food protection rules and regulations and/or may shut down such vendors' distribution of samples and/or sales at the show. **FMJH, the FMJH PTA and the Show's Chairmen assume no liability or responsibility** for any fines and/or penalties which might be assessed during the show for failure by a Food Vendor to follow all applicable rules, regulations and guidelines governing the distribution or storage of food. **Food Vendors shall be solely responsible for any such fines and/or penalties handed down by the City of Dallas for non-compliance of applicable rules.**

21. **ELETRICAL USE:** For a \$25 fee, booths may be provided with one electrical outlet.

The Chairmen of Market in the Meadow reserve the right to enforce and/or interpret the Rules and Guidelines as final judgment, without exception.

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

www.marketinthemeadow.com