2020 Market Details for Merchants

DUE TO CONSTRUCTION ON CAMPUS, PLEASE READ CAREFULLY

Joy of Giving Mission

The Joy of Giving Market is the Episcopal Church Women (ECW) of St. Martin’s Episcopal Church’s primary fundraiser each year. The Market helps the ECW provide outreach grants for numerous local and international charities concerned with the welfare of the most disadvantaged. With your help as a merchant, we hope to raise the bar even higher this year. As a merchant, please remind shoppers that the Joy of Giving Market is a fundraiser.

Location and Hours

- The Market is held at St. Martin’s Episcopal Church, 717 Sage Road (at Riverway Drive), Houston, TX 77056.

- The Market hours are Tuesday, October 13, from 4 to 8 p.m., Wednesday, October 14, from 10 a.m. to 6 p.m. and Thursday, October 15, from 10 a.m. to 3 p.m.

- Doors will open at 9 a.m. sharp on Wednesday and Thursday for merchants and volunteers only.

- It is mandatory that you or your representative be present in your booth by 3:30 p.m. on Tuesday and 9:30 a.m. on Wednesday and Thursday.

Application Process

- Applications must be submitted and paid via our application portal.

- Applications are not accepted without payment and signed indemnity online followed by photos, State and Local Use and Sales Tax Certificate and Food Permit, as applicable, emailed to joyofgiving@stmartinsepiscopal.org.

- The application deadline is Friday, May 1, 2020.

- The selection process is by jury. Past merchants are not guaranteed acceptance or previous booth space.

- Applicants will be notified by Wednesday, June 3, 2020 via email of their acceptance or wait list status.
• Wait list applicants’ previous online payment will be refunded directly back to the credit card used online no later than mid-June. Due to very high demand and limited booth space, those merchants placed on the wait list will be notified only if space becomes available.

• Please notify us via email of any changes to your application as soon as possible – especially any email or mailing address changes.

**Booth Information and Pricing**

• A single booth fee is $200 and $250 for a corner. Single booths are approximately 9’ x 11’ and have access to 400 watts of electricity at no extra charge. Food merchant single booths are $175 and approximately 9’ x 11’ and have access to 400 watts of electricity at no charge (City of Houston Food Permit Required). A limited number of double booths (does not include a corner booth) are available for $475 and are approximately 9’ x 22’ and have access to 800 watts of electricity.

• Individual booth spaces will be taped off with a sign on poster paper approximately 11” x 17”; it will have your business name and booth number (this sign must be displayed where security, volunteers and shoppers can see it clearly). You may use your own signage only in addition to this.

• Maximum booth height is 12’. Please be considerate of your neighbors when designing your walls. Merchants who obstruct the view to other booths will be asked to move/remove those obstructions.

• Booths are only for approved merchants. You may not let a merchant not approved by The Church to use part of your booth.

• You will need a 25’, 3-prong, outdoor extension cord that is UL Certified and accommodates at least 10 amps/125 volts. We will monitor electricity usage; the limit will be strictly enforced.

• **All electronics must be plugged in by 1 p.m. Tuesday.** We will have an electrician on site to check each booth at this time. The church facilities cannot handle more than the allowable watts per merchant. You may reserve 6’ x 30” uncovered tables before Wednesday, October 7. **Tables cost $12 each and must be paid for in advance.** Tables will be placed in your booth during check in.

• **We do not provide chairs.**

• Merchants are responsible for taking away all of their own trash. The Church must pay extra fees for excessive trash pick-ups. Since this is a charitable event, we ask merchants to remove all their own trash.

• Please bring all your own display materials, such as tablecloths/drapes, lattice, display racks, etc. and any equipment needed for hauling, building and decorating your booth.

• Be sure to bring any other materials you might need, such as calculators, pens and a cash bank. We won’t be able to provide change or any of these materials.

• We will provide you with name tags. Please wear your “Market” name tags at all times. Security will escort anyone not wearing “Market” nametags out of the shopping areas before or after the Market hours. Please remember to turn in your nametags at checkout on Thursday.

• WiFi is available. A sticker with log in information is provided on your Merchant Welcome Packet at check in. It can be spotty in some locations so be sure to test the signal during set up. **Please consider having a backup WIFI connection in case there is a network outage.**
• We will have volunteers assigned to monitor each area that can watch over your booth for a short five-minute period if needed. They will not be allowed to act as sales representatives in your absence. We suggest you bring a sign informing customers that you are away temporarily and will be back.

State and Local Use and Sales Tax Certificate

• All merchants must provide us with a copy of your State and Local Use and Sales Tax Certificate prior to your application being accepted, and have a copy displayed in your booth throughout the Market.

• If you are exempt, we must have something in writing stating why you are exempt to provide our accounting and legal department.

Contribution

• Merchants must agree to make a tax-deductible donation of 15% of total pretax sales and orders that result from your participation all three days at the Joy of Giving Market. The 15% tax-deductible donation benefits local and international charities designated by the Episcopal Church Women (ECW) of St. Martin’s.

• We also request a donated item from your booth for our Silent Auction. This is an excellent way to both promote your booth and support the ECW outreach efforts. We ask that you donate one “top seller” item that represents a typical purchase from your booth. These will be displayed with your business card and booth number. You will also be given a tax receipt for your donation.

Merchandise and Products

• Merchandise and products must be original.

• No imitation designer items will be allowed.

• All merchandise and displays must be in good taste and use appropriate language for a church.

• The Joy of Giving Committee reserves the right to ask merchants to remove any merchandise deemed inappropriate.

• We will make every effort not to duplicate merchant offerings; however, JOG Market cannot guarantee merchant product exclusivity.

Selling Food and Beverages / Food Permits

• The City of Houston Health Department requires that all merchants selling and/or sampling foods have a Temporary Food Permit from the City of Houston.

• Please go to http://www.houstontx.gov/health/Food/ to find out more information or call the Bureau of Consumer Health Services at 832-393-5740.

• Permits must be in your booth at all times. It is suggested that the Permit be displayed on the outside of the booth, so that the City Inspector does not have to enter your booth and distract shoppers.
Merchant Check in and Set up

- JOG Market will have a designated move-in schedule. Each merchant will be assigned a specific window of time to move-in. Please adhere to this schedule. If a merchant misses an assigned window of time, the merchant must wait until the last group has moved in.

- Your designated unloading area and time will be mailed to you in September. Your designated unloading area will also be your designated loading area at the end of the market.

- You will check-in at your designated unloading area before you start unloading. Jane Garness, Merchant Chair, or Susan McCulloch, Co-Merchant Chair will be at the unloading areas to greet you and give you your Merchant Welcome Packet. The Welcome Packet will contain market information, name tags (tags must be worn during set up and duration of the Market), and Trailer Parking Permit (if parking trailer on premises). You may then unload your vehicle.

- You will need to bring your own dolly, carts and helpers. There will not be any church staff or volunteers available to load/unload.

- We ask that you unload your merchandise as quickly as possible and then move your vehicle to the merchant parking lot to allow for other merchants to access the area.

- Set up must be completed by 1 p.m. on Tuesday, October 13, for electricity check.

- **Burning candles and incense are strictly prohibited in the JOG Market.**

Refunds and Empty Booth Policy

- It is mandatory that you be present in your booth by **1 p.m. on Tuesday, October 13**, for electricity inspection and set up to be completed by 3 p.m., and on Wednesday, October 14, and Thursday, October 15, by 9:30 a.m. Please allow for plenty of time to get through Houston traffic each morning. If you have an emergency please notify Jane Garness or Susan McCulloch at joyofgiving@stmartinseiscopal.org or we will assume you are forfeiting your booth.

- Leaving before the Market closes on Thursday, October 15, at 3 p.m. is not permissible and merchants that do so may be subject to an additional fee.

- Refunds of booth fees will only be granted if reservations are canceled in writing by Wednesday, September 2, 2020.

- **Merchants who have not checked in with Jane Garness or Susan McCulloch by Tuesday, October 13, at 1 p.m. will forfeit their booth space and all fees, unless approved by the Merchant Chair.**

Sales/Orders and Church Donation

- A Merchant Sales/Order Form will be provided in your Welcome Packet for you to log your daily sales and order total (before tax).

- Merchants will be required to turn in their completed three-day Merchant Sales/Order Form to volunteers at check out in the Merchant Hospitality Room (Community Room) on Thursday, October 15 at 3 p.m.
• Merchants who offer products that are not available to take home that day, for example items to be monogrammed or produced at a later date, are considered “orders” and must be reported regardless if the customer pays at the Market or when they pick up their merchandise later. Because the transaction occurred during the Market, it is considered a transaction subject to the 15% sales donation.

• A 15% sales donation before tax on all merchandise and orders sold during the Market will be collected via credit card or check at check out Thursday, October 15 at 3 p.m. There will be a space for you to add the total for all three days and then multiply by 15% to calculate your Market tax-deductible donation.

• As a church-related event, we ask that you not sell anything political or harmful in nature. We also ask that you refrain from selling items in poor taste. If we approach you about any such matter, we ask that you are respectful of our wishes.

Publicity

• St. Martin’s parishioners will receive frequent announcements, mailings and emails.

• Print advertisements are placed in local publications.

• Connect with the Joy of Giving Market on Facebook and Instagram. We encourage you to use the #JoyofGiving hashtag, post photos of your products and share booth information for Market patrons. Facebook: @joyofgivingmarket and Instagram: @st.martinsjoyofgivingmarket; Twitter: @JOGMarket.

• All social media will provide details for the Market, silent auction and information about merchants. As a merchant you will receive an email asking for posts to be added to our pages at random leading up to the Market. Specifications for these social media posts will be sent via email.

• A printed program that has the names of the merchants (by both booth number and by name and location) will be given to every shopper. This will include a map of the Market layout.

• Each merchant will be provided a sign on poster paper approximately 11” x 17”; it will have your business name and booth number. These signs must be visible in your booth.

Safety and Security

• Security officers will be on duty during set up, throughout the Market and during tear down.

• If you have a life-threatening emergency, please call 911 immediately and then notify a committee member.

• If you have something missing, please notify a committee member and we will notify security.

Parking

• DUE TO CONSTRUCTION ON CAMPUS, PARKING WILL BE AT A PREMIUM. PLEASE BE CONSCIENTIOUS AND CONSIDERATE OF OTHERS.

• Merchants are to park in the designated merchant parking area and not in other church parking areas. A limited number of trailer parking spaces will be designated on campus for a fee of $50, reserved before Wednesday, October 7.
• Merchants who reserve trailer parking will receive a permit upon check in.
• Trailers must stay parked for the duration of the Market.
• Any merchants found to have a trailer on campus without a permit will be subject to a fine of $100 upon check out.

Changing Rooms
• We do not offer changing rooms. Your customers may use the restroom areas in and around the Market.
• You will be responsible for ensuring the safe return of your goods, e.g. have the customer leave their driver’s license in exchange for the merchandise to try on.

Hospitality, Lunches and Concessions
• For your convenience, there will be two Merchant Hospitality rooms with drinks and snacks on Tuesday, Wednesday and Thursday.
• Locations are in St. Martin’s Community Room located in the outside hallway West of the Activity Center and in the Southeast corner of Bagby Parish Hall.
• Café St. Martin’s will be selling lunch from 11 a.m. to 2 p.m. on Wednesday and Thursday in Bagby Parish Hall.
• We have shopper seating outside Bagby Parish Hall and next to the Silent Auction location in the Activity Center.

Silent Auction
• Thank you for the generous pledges made for our silent auction, yet another important way you help to support the Episcopal Church Women of St. Martin’s. We are truly grateful!
• Please drop off your item as you check in and receive your Merchant Welcome Packet. Don’t forget to attach your business card and the approximate market value of the item.
• If you have not yet pledged an item, please email Jane Garness or Susan McCulloch at joyofgiving@stmartinseiscopal.org with a short description and the approximate market value.
• While we do not require our merchants donate a silent auction item, it is certainly a tradition as well as deeply appreciated. The silent auction is critical to ECW’s support of charities in the community. Additionally, it is a wonderful way for bidders to get a “taste” of your merchandise, luring them to see more of what you have to offer at your booth!
• The silent auction will be in the Activity Center.
End of Market Checkout and Tear-Down Procedures

- Check out will begin on Thursday, October 15 at 3 p.m. and not before.
- You must check out before you start packing your booth and leaving.
- Bring your completed three-day Merchant Sales/Order Form to check out in the Merchant Hospitality Room (Community Room).
- Payment can be in the form of check or credit card.
- You may begin tearing down your booth once the Market closes on Thursday, October 15 at 3 p.m. and you have checked out and settled your account. **You may not start tearing down before the Market closes at 3 p.m.**
- You can begin loading only when your entire booth is packed. Please move in and out of the loading areas as quickly as possible for other merchants to do the same.
- You will be responsible for removing any trash from your booth. Recycling Containers are available in Campus for disposal of paper products. If you fail to remove your trash, the Church will be charged to remove any excess trash.
- If you have questions or need assistance, our treasurer and assistant treasurer will be available during checkout to assist you.

Questions

If you have any further questions or concerns, please contact the Merchant Chair, Jane Garness or Susan McCulloch, at joyofgiving@stmartinepiscopal.org.