



2021 Market Merchant Details

Joy of Giving Mission

The Joy of Giving Market is the Episcopal Church Women (ECW) of St. Martin's Episcopal Church's primary fundraiser for the Community Outreach Grants, which are distributed through St. Martin's Outreach Ministry to local charities concerned with the welfare of Houston's most disadvantaged. In 2020, Community Outreach Grants were awarded to 34 faith-based local agencies that address human trafficking, senior care, at risk children and youth, prisoner rehabilitation, homelessness, hunger and mental health. Merchant participation in the Joy of Giving Market is the major component of this important fundraising effort.

Location and Hours

- The Joy of Giving Market (Market) is held at St. Martin's Episcopal Church, 717 Sage Road (at Riverway Drive), Houston, TX 77056.
- The Market hours are 4–8 p.m. Tuesday, Oct. 12; 10 a.m.–6 p.m. Wednesday, Oct. 13; and 10 a.m.–3 p.m. Thursday, Oct. 14.
- Doors open at 9 a.m. on Wednesday and Thursday for merchants and volunteers only.
- All merchants or merchant representatives must be present in their assigned booths by 3:30 p.m. on Tuesday and 9:30 a.m. on Wednesday and Thursday.

Application Process

- Applications must be submitted and paid through the application portal.
- **Applications will not be considered until (1) payment has been made, (2) all parts of the online application, including the 2021 Market Details Agreement, the Sales Donation Agreement, the Indemnity and Hold Harmless Agreement and the Market Cancellation Agreement have been completed and (3) State and Local Use and Sales Tax Certificates and Food Permits, as applicable, and photos of current merchandise or booth setup have been emailed to joyofgiving@stmartinsepiscopal.org.**
- *The application deadline is Saturday, May 1.*
- The selection process is made by a jury. Past merchants are not guaranteed acceptance or previous booth location.
- Applicants will be notified by Monday, July 5, via email of acceptance or wait list status.

- Wait list applicants' will be refunded their deposit payment to the credit card used online by mid-July. Due to very high demand and limited booth space, merchants who are placed on the wait list will be notified only if booth space becomes available.
- Notification of any changes in application information, especially changes in email or mailing address, must be emailed as soon as possible to joyofgiving@stmartinsepiscopal.org.

Merchandise and Products

- Merchandise and products must be original.
- No imitation designer items will be allowed.
- All merchandise and displays must be appropriate for a church setting. The Market is a faith-based event and is held on a church campus. Products that are political in nature or considered inappropriate are not allowed.
- Burning candles and incense are strictly prohibited at the Market.
- Every effort will be made to avoid duplicating merchant offerings; however, St. Martin's cannot guarantee product exclusivity for each merchant.
- St. Martin's reserves the right to ask merchants to remove merchandise deemed inappropriate.

Booth Dimension, Pricing and General Information

- The fee for a single booth is \$200 (\$250 for a corner booth). The fee for a food merchant single booth is \$175 (City of Houston Food Permit required). Single booths are approximately 9' x 11' and have access to 400 watts of electricity. A limited number of double booths (does not include a corner booth) are available for \$475. Double booths are approximately 9' x 22' and have access to 800 watts of electricity.
- Individual booth spaces will be taped off. An 11" x 17" sign on poster paper showing the merchant's business name and booth number will be provided. This sign must be displayed in a clearly-visible location in the booth for the duration of the Market. Merchants may provide additional signage.
- Maximum booth height is 12'. Merchants will be asked to move/remove walls or other obstructions in excess of this requirement.
- Only approved merchants may utilize booth space. Merchants may not share booth space with any merchant who has not been approved by St. Martin's.
- Merchants must provide a 25', three-prong, outdoor extension cord that is UL Certified and accommodates at least 10 amps/125 volts. Electricity usage will be monitored, and **the per-booth limit of 400 watts will be strictly enforced.**
- **All electronics must be plugged in by 1 p.m. Tuesday, Oct. 12.** An electrician on-site will check each booth during this time. *The per-booth maximum of 400 watts of electricity will be strictly enforced.*
- **Uncovered, 6'x 30" tables are available for rental at \$12 each, payable in advance.** Rental tables must be reserved before Wednesday, Oct, 6. Tables will be placed in booths during check-in.
- **Please note that chairs are not provided by St. Martin's.**
- Merchants must provide display materials such as tablecloths, drapes, lattice, display racks, etc. and any equipment needed for hauling, building and decorating their booth. Merchants must also provide sales materials such as calculators, pens and a cash bank. St Martin's is unable to provide monetary change.

State and Local Use and Sales Tax Certificate

- All merchants must provide St. Martin's with a copy of their State and Local Use and Sales Tax Certificate **prior to their application being accepted**. A copy must be displayed in each merchant's booth throughout the Market.
- Exempt merchants must provide written documentation of the exemption. This documentation will be provided to St. Martin's accounting and legal departments.

Contributions

- Merchants must agree to make a tax-deductible donation of 15% of total pretax sales and orders that result from participating in all three days at the Joy of Giving Market. The 15% tax-deductible donation is distributed to local charities in the form of Community Outreach Grants designated by ECW and St. Martin's Outreach Ministry.
- Merchants are requested and encouraged to donate an item that is representative of their merchandise to the Joy of Giving Market Online Silent Auction. All items donated to the Online Silent Auction will be displayed at the Market (space allowing) and posted on the Online Auction platform with reference to the merchant's name, booth number and a link to their website, if applicable. The Online Silent Auction will remain open for bidding for at least a week after the Market closes. Donations of items to the Online Silent Auction are tax-deductible. A tax receipt will be emailed after the conclusion of the Online Auction. Proceeds of the Online Silent Auction are distributed to local charities in the form of Community Outreach Grants designated by ECW and St. Martin's Outreach Ministry.
- Merchants who wish to donate an item for the Online Silent Auction must email **a description** of the item, including fair market value, dimensions and any other helpful information, and **a picture** (preferably 1088 x 816 pixels, maximum file size of 1MB) to joyofgiving@stmartinsepiscopal.org by **Tuesday, Aug. 31**. Donated items must be made available to the Online Silent Auction Committee by **noon Tuesday, Oct. 12**.

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.
- Information is available at <http://www.houston.tx.gov/health/Food/or> through the Bureau of Consumer Health Services at 832-393-5740.
- Permits must be kept on site at all times for the duration of the Market. For ease of access by City of Houston Inspectors, permits may be displayed on the outside of booths.

Publicity

- St. Martin's parishioners will receive frequent announcements, mailings and emails.
- The Market is publicized on Facebook and Instagram. Merchants are encouraged to use the Twitter hashtag **#JoyofGiving**, post photos of products and share booth information for Market patrons. **Facebook:** @joyofgivingmarket and **Instagram:** @st.martinsjoyofgivingmarket
- St. Martin's social media outlets will provide details about the Market, the Online Silent Auction and information about all merchants. Merchants will receive an email requesting posts to be added to Market pages at random leading up to the Market. Specifications for these social media posts will be sent via email.

- The description of merchant donations to the Online Silent Auction will include the merchant's name, booth location and, if applicable, a link to the merchant's website. The Online Silent Auction will remain open for bidding for at least a week after the close of the Market. Access to the Online Silent Auction is not limited to Market shoppers providing increased exposure for participating merchants.
- A printed program will be provided to all attendees that includes the names of the merchants (by both booth number and by name and location). This program will include a map of the Market layout.
- Each merchant will be provided an 11" x 17" sign on poster paper that will include the merchant's business name and booth number. These signs **must** be displayed in a visible location in each booth.

Refunds, Empty Booth Policy and Inspections

- Refunds of booth fees will only be granted if reservations are **canceled in writing by Wednesday, Sept. 1.**
- All merchants must be present in their assigned booths for electrical inspection by 1 p.m. Tuesday, Oct. 12. Set up must be completed and each merchant must be present in their booth by 3:30 p.m. Tuesday, Oct. 12. Each merchant must be present in their booth by 9:30 a.m. Wednesday, Oct. 13, and Thursday, Oct. 14.

In case of an emergency, merchants should notify Susan McCulloch or Jane Garness at joyofgiving@stmartinsepiscopal.org.

- If merchants close their booth and leave the Market before the Market officially closes at 3 p.m. Thursday, Oct. 14, they may be subject to an additional fee.
- **Merchants who have not checked in with Susan McCulloch or Jane Garness by 1 p.m. Tuesday, Oct. 1,2 will forfeit their booth space and all fees, unless the Merchant Chair approves an exception.**

Merchant Check-In and Unloading

- The Market will have a designated move-in schedule. Each merchant will be assigned a specific window of time to move in that must be strictly observed. If a merchant misses an assigned window of time, the merchant must wait until after the last group has moved in.
- Designated unloading areas and times will be mailed to merchants in September. The merchant's designated unloading area will also be that merchant's designated loading area when the Market closes.
- Merchants must check in at their designated unloading area before unloading. Susan McCulloch, Merchant Chair, or Jane Garness, Merchant Co-Chair, will be at the unloading areas to greet merchants and hand out Welcome Packets. The Welcome Packet will contain Market information, official "Market" name tags (these "Market" name tags must be worn during set up and throughout the duration of the Market), and a Trailer Parking Permit (if parking a trailer on church premises).
- Merchants must provide dollies, carts or helpers necessary to unload their merchandise and booth display materials. **Church staff and volunteers will not be available to load/unload.**
- Merchants must unload their merchandise as quickly as possible and then move their vehicle to the merchant parking lot.
- All electronics must be plugged in by **1 p.m. Tuesday, Oct. 12, for electricity check.**
- Wi-Fi log-in information will be provided in the Welcome Packet. **Merchants should consider having a backup Wi-Fi connection in case there is a network outage.**

Safety and Security

- Security officers will be on duty during set up, throughout the Market hours and during tear-down. In case of a life-threatening emergency, merchants should call 911 immediately and notify a Market committee member.
- In case of missing merchandise, merchants should immediately notify a Market committee member. The Market committee member will contact Security.
- St. Martin's will provide official "Market" name tags that must be worn at all times by each merchant and merchant representatives. Before or after Market hours, anyone not wearing a "Market" nametag will be escorted out of the shopping areas by Security. **Nametags must be returned at check-out on Thursday, Oct. 14.**

Parking

- **Merchants must park in the designated merchant parking area only 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, Oct. 6.
- 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 checkout.

Changing Rooms

- Shoppers may use the restroom areas in and around the Market to try on clothing. Dedicated changing rooms are not available.
- Merchants who allow shoppers to try on clothing or other merchandise are responsible for ensuring the safe return of their goods.

Hospitality, Lunches and Concessions

- Market volunteers will be available to monitor booths for five-minute periods when requested by a merchant. Market volunteers will not be allowed to act as sales representatives during these periods. Merchants may bring a sign to inform customers should they temporarily step away from their booth.
- Merchant Hospitality rooms with drinks and snacks will be provided on Tuesday, Wednesday and Thursday.
- Café St. Martin's will be selling lunch from 11 a.m. to 2 p.m. on Wednesday and Thursday in Bagby Parish Hall.

Check-Out and Tear-Down Procedures

- **Check-out begins at 3 p.m. Thursday, Oct. 14. There is no early check-out!**
- A check-out facilitator will meet each merchant at his or her booth during the morning of Thursday, October 14. Sales figures from Tuesday and Wednesday must be available for the check-out facilitator no later than 9:30 a.m. on Thursday, October 14.

- Shortly after 3 p.m. Thursday, Oct. 14, a check-out facilitator will meet each merchant at their booth to obtain an accounting of Thursday's sales and to calculate each merchant's 15% contribution from all days. Documentation of this calculation will be provided to each merchant. **Payment may be made to St. Martin's via Square. Checks are also accepted. We cannot accept cash.**
- Sales of products that are not available to take home during Market hours (for example, items to be monogrammed or produced at a later date) are considered "orders" and must be reported regardless of whether the customer pays at the Market or later. All orders taken during the Market are considered transactions subject to the 15% sales donation.
- **Merchants may not start tearing down before the Market closes at 3 p.m.** Merchants may start tearing down and packing up at 3 p.m. while waiting for the check-out facilitator. Merchants may leave their booths to start loading their vehicles *only after* they have checked out and settled their account with the check-out facilitator.
- The Market Committee Treasurer and Assistant Treasurer will be available during check-out to assist the merchants with any questions or problems that arise.
- **Merchants are responsible for removing all trash from their booths. Recycling containers are available on campus for disposal of paper products. St. Martin's will be charged to remove any excess trash.**

Questions

Questions or concerns may be sent to the Merchant Chair, Susan McCulloch or the Merchant Co-Chair, Jane Garness, at joyofgiving@stmartinsepiscopal.org.