

Harbour Market 2012

Sponsored by: Happy Harbour Early Childhood Program

Dear Applicant:

Thank you for your interest in the 2012 Harbour Market benefiting Happy Harbour Early Childhood Program. The two day Market will be at Bay Harbour United Methodist Church in the Family Life Center. We are located in the thriving community of South Shore Harbour in League City, Texas. The Market is ***Friday, October 5th, 11a.m. - 6p.m. and Saturday, October 6th, 9a.m. - 4p.m.***

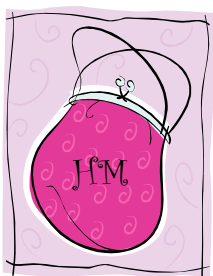
You are invited to participate in this year's Harbour Market presenting great holiday gifts, clothing, jewelry, accessories, and special items. The event is open to the public. Last year we had 2000 shoppers. If you are able to join us, please respond by sending the enclosed forms with appropriate fees to the address on the application ASAP!

Enclosed, please find General Information about Harbour Market, Vendor Application, Indemnity and Hold Harmless Agreement, Harbour Market Booth Layout, Advertising Application, and a Marketing flier. Notification of approval will be sent out via e-mail as soon as paperwork and payment have been received. Thank you again for your interest. For more information please visit our website at www.harbourmarket.org, or contact Jocelynn Dubcak at harbourmarket@gmail.com.

Sincerely,

The Board of Directors

Happy Harbour Early Childhood Program



Harbour Market

2012 General Information

The 2012 Harbour Market will be held on Friday, October 5th from 11:00 a.m. to 6:00 p.m., and Saturday, October 6th from 9:00 a.m. to 4 p.m. at Bay Harbour United Methodist Church Family Life Center located at 3459 Deke Slayton Hwy (FM 518 E), League City, Texas 77573.

Applications are due by September 1, 2012. Selection of vendors is done in a jury format. Vendors are not accepted until notified; confirmation of booth location will be sent to you via email closer to the show.

Cash or check will only be accepted to hold your space for this event. Make payable to HHECP. Mail to: Harbour Market ,c/o Jocelynn Dubcak, 628 Shadowcliff Ct. , League City, Texas 77573

Check-In

- All Vendors must check in before setting up their booths.
- Check-In will begin on Thursday, October 4th from 5:00 p.m. – 7:00 p.m. and on Friday, October 5th from 8:00 a.m. – 10:30 a.m.
- The check in area will be located in the front lobby of the Bay Harbour United Methodist Church Family Life Center.
- Upon check-in you will receive your badges and a greeter will direct you to your booth.
- Please note that on the days of set up, you may park in the customer parking area, but on the days of the Market, you must park in the designated vendor parking. This area will be located on the backside of the building.

All booths must be set up and completed by Friday morning at 10:30 a.m.

Food

Harbour Cafe

Advertising

- Advertising for Harbour Market will be promoted through the Houston Chronicle, South Shore and surrounding area newsletters, Bay Harbour United Methodist Church newsletter and weekly bulletins and various Moms organizations.
- Professional signs will be placed in the South Shore subdivisions as well as the surrounding neighborhoods and intersections prior to and on the day of the event. We will have a banner outside of the church advertising the event.
- We have enclosed a flyer for you to make copies and distribute to friends, family and area businesses of your choice. We appreciate help with advertising the show - the more guests we have attending, the better the show for everyone!
- Harbour Market has additional ways for you to advertise your business. Please see the attached advertising form for more information.

Space

- Please see application for pricing. All indoor booths will be open to customer traffic on one side only. Vendors are responsible for covering all tables with clean pressed table coverings.
- **THERE CAN BE NO HOLES PUT INTO THE WALLS, TABLES OR CURTAINS FOR HANGING ITEMS. ADDITIONALLY, WE CANNOT PERMIT THE USE OF ANY ADHESIVES TO STICK ITEMS TO THE WALLS OR CURTAINS.**

Conclusion of Show

No one will be allowed to tear down their booth until 4:00 p.m. on Saturday, October 6th, 2012.

Liability

Happy Harbour Early Childhood Program will not be held responsible for theft or damage to merchandise during the days of the Market. ***Please review and sign the Indemnity and Hold Harmless Agreement and return the form with your application.*** The building will be locked and secured for the safety of our vendors. We expect all of our vendors to guarantee delivery on any special orders taken, as we will not reimburse customers. **BOOTH FEES ARE NON REFUNDABLE.** There will be a \$25 NSF fee for all returned checks. We can only accept cash payments for booths reserved after September 1, 2012.

Vendor Contact: Jocelynn Dubcak @ 832 512 6015 or email: harbourmarket@gmail.com
www.harbourmarket.org

Harbour Market

2012 Vendor Application - Please PRINT

Name of Business: _____

Contact Person: _____ Contact Phone _____

Email Address: _____ Website: _____

Address: _____ City: _____ State: _____ Zip: _____

Typically, how many shows do you participate in each year? _____

How did you hear about Harbour Market? _____


Major Category of Merchandise:

- Clothing Seasonal Children Monograms Toys Home Decor Art Other
 Jewelry Floral Candles Gifts Food Books

List of merchandise and sample price points:

**A minimum of three pictures of the merchandise must be sent with the application.

1-6ft table and 1 chair will be provided per booth space. There is no discount for bringing your own tables.

<u>Qty</u>	<u>Rental Space</u>	<u>Total Amount</u>
	Assembly Space ~8'Wx10'D \$135.00/each	
	Assembly Space ~16'Wx10'D \$250.00/each	
	Classroom Space ~8'Wx10'D \$100.00/each	
	Classroom Space ~16'Wx10'D \$180.00/each	
	NEW: Product Sampling Vendor: Allowed to walk the Market and offer free product samples. (<i>Only 5 spots available</i>) \$50/shared station to replenish	
	Outside Space \$135.00/each	
	Electricity (must provide extension cord) \$15.00 Total items plugged in _____ Voltage _____ Total Amps _____	
	Extra Tables \$8.00/each	
	NEW: Bistro Table Underwriter: \$147.66 (includes cost of 4 tables at 30"x42" with black linens). Decorate and place your AD at each table. <i>Brand Yourself!</i>	 <i>Idea for your Bistro Tables</i>
	Total Due HHECP: Check Payable: Happy Harbour ECP Mail c/o: Jocelynn Dubcak 628 Shadowcliff Court, League City, Texas 77573	\$

Harbour Market

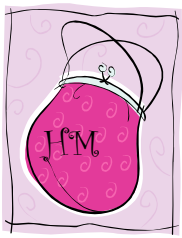
INDEMNITY AND HOLD HARMLESS AGREEMENT

The Merchant agrees to indemnify, defend and save harmless the Happy Harbour Early Childhood Program (hereinafter called the HHECP) and its officers, directors, agents, representatives and employees from any and all charges, claims, demands, liabilities and causes of actions by third persons, including, but not limited to officers, directors, agents, representatives and employees of the Merchants and of the HHECP based upon or arising out of any damages, losses, expenses, charges, costs (including attorneys fees and court costs), injuries or illness sustained or incurred by such person or persons resulting from or in any way, directly or indirectly, connected with the performance or non-performance of this Agreement by Merchant, its employees, agents or contractors of the vending services provided form hereunder, or the performance of, or failure to perform, any work or other activity related to such vending services, provided , however that notwithstanding the foregoing, the Merchant does not agree to indemnify and save harmless the HHECP, 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 HHECP or any of its officers, directors, agents representatives or employees. In the event a claim is filed against HHECP of which the Merchant is to be held liable under the terms of this agreement, HHECP will promptly notify the Merchant of such claim and will not settle such claim without the prior written consent of the Merchant. HHECP will charge Merchant \$25 NSF for any returned checks.

Executed the _____ day of _____ 2012

Merchant: _____

By: _____



Harbour Market

3 More Ways to Advertise!!

2012 Advertising Application - Please PRINT

Name of Business: _____

Contact Person: _____ Contact Phone _____

Email Address: _____ Website: _____

Address: _____ City: _____ State: _____ Zip: _____

1. Shoppers Guide: This will be distributed to all shoppers during the two day event. Last year Harbour Market had 2000 shoppers!! This Shoppers Guide will offer you year-round exposure as this directory eventually becomes a buyer's guide.

All Vendors get FREE listing in booth directory. **Additional advertising may be purchased:**

Full Page BW
(5"x7")

\$60.00

1/2 Page BW
(5"x3.5")

\$35.00

Business Card
Scan BW
(3.5"x2")

\$15.00

Ad Specifications: All ads must be sent in a PDF format using high resolution graphics (300 dpi) and fonts embedded. The ad must be black and white and designed to one of the above referenced ad sizes. If the file is improperly supplied, we will not guarantee placement. **Ad space is available for purchase on a first-come, first-serve basis.** Note: Service businesses that are not participating as a Vendor, may still advertise in this program.

2. Market Vendor Packet: Last year Harbour Market had 68 booths. Do you have an Open House or Special Event coming up? We will include a flyer in our Vendor Packet (flyer size up to 8.5" x 11").

Please provide 70 copies by Sept 1st

Distribution
Fee: \$10.00

3. www.harbourmarket.org A year-round resource. This website contains all vendor paperwork, testimonials, pictures, and more. All Vendors will get a FREE listing online.

NEW!!

Business Logo and weblink on Vendor Page

\$100.00

For 1 year

Purchase **ALL 3 AD opportunities** by September 1st and get a 10% discount.

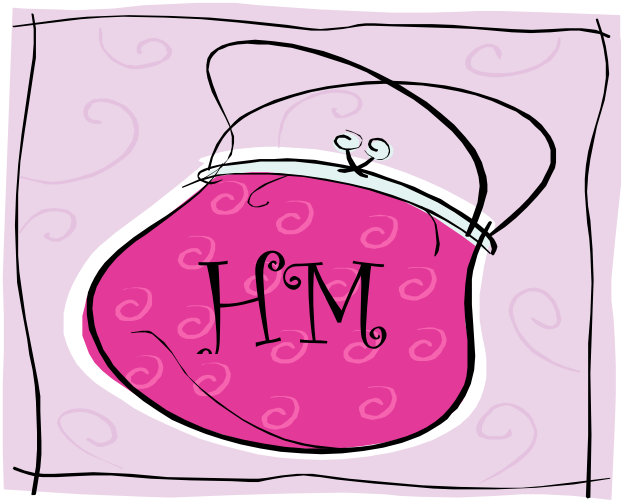
Total Due HHECP: \$ _____

Check Payable: **Happy Harbour ECP**

Mail c/o: Jocelynn Dubcak, 628 Shadowcliff Court, League City, Texas 77573

For Office Use Only

Website / Vendor Packet / Full / Half / BusinessCard AD: _____ Paid (applied discount): _____ Received



Harbour Market

2012

Shop the Finest this Season!

*Benefiting Happy Harbour Early Childhood Program of Bay
Harbour United Methodist Church.*

Friday, October 5th 11 a.m.—6 p.m.

Saturday, October 6th 9 a.m.—4 p.m.

Bay Harbour United Methodist Church

Family Life Center

3459 Deke Slayton Hwy.

(F.M. 518 E and South Shore Blvd.)

League City, TX 77573

60+ Booths of Specialty Items, Clothing, Accessories & Holiday Gifts



Harbour Café and Bakery



Silent Auction, Raffle and Much More!!



Free Admission & Family Friendly