



The **BIG RED MARKET**

At Round Up

St. Thomas High School

4500 Memorial Dr

Houston, TX 77007

February 29th – March 1st, 2020

Preview Shopping Night: Saturday, February 29th

5:00pm - 8:00pm

Sunday, March 1st, 11am-6:00pm

VENDOR SPECIFICATIONS

ALL ITEMS OFFERED FOR SALE must be of the highest quality- this means no flea market goods will be allowed. You must provide a full description on your application of all items you will be bringing. You will only be allowed to sell what is on your application. There will be only one vendor per company name, but you may elect to do a share-with, in which case a separate application for the co-exhibitor must be completed. Indicate on both applications that you are applying for a share-with. The 2020 Big Red Market Committee reserves the right to refuse any application. The Committee will be reviewing items at load-in. If you have anything objectionable, you will not be allowed to sell that item and there will be no refunds given. **Vendor initial**

THE APPLICATION PROCESS is as follows: Complete the Vendor Application and submit it, along with an initialed copy of this sheet, via email to bigredmarket@sths.org no later than **January 10th, 2020**. All applications will be reviewed by the 2020 Big Red Market Committee. You will be notified by email the week of **January 20th, 2020** after all applications have been considered. If you are selected to participate you will be emailed a Vendor Agreement. Your payment **MUST** be received by **Monday, February 3rd, 2020**.

PAYMENT WILL BE ACCEPTED IN THE FORM OF CASH, CHECK OR CREDIT CARD, but **MUST** be received by **Monday, February 3rd, 2020**. You may mail in your check to St. Thomas High School, Att:Business Office/Big Red Market 4500 Memorial Dr., Houston, TX 77007. You may call in a credit card number to the Business Office at 713-864-6348 x113 or x123. **Your payment will also include a donated item with a \$50 minimum value**, to be used in future fundraising efforts. This item will be collected at your check-in. **Vendor initial**

SPACES will be reserved on a first-come, first-served basis. No space is considered reserved until we receive your payment and signed agreement. Spaces will be assigned by the committee. **NO REFUNDS will be given for cancellations, natural disasters, inclement weather or for no- shows.** **Vendor initial**

EXHIBIT SPACES will be inside the gym and you will have the use of 2 8' tables and 2 chairs per 10' x 10' booth space, which are provided by STHS. You are more than welcome to bring additional tables and displays if they will fit in your assigned space. If you are selected for a booth with electricity (1 electrical plug) you will have to provide your own *extension cord*. *Electrical power strips may NOT be used to increase the number of plugs available to any vendor*. You will need to provide your own pegboard and/or display frame for wall space. No part of your display can be attached to the wall, nor can it extend beyond the space allotted to you. **Vendor initial**

AMENITIES will include vouchers for food and beverage, and will be provided by St. Thomas for 2 people, per 10' x 10' booth space. The Market will be held indoors, in a climate controlled area. Additionally, restrooms are adjacent to the gym. There will be volunteers available at check-in to assist you in quickly and efficiently unloading your inventory. There will be volunteers to help you at load-out. Volunteers are available to stand in for vendors for breaks.

CHECK-IN for the Big Red Market will be staggered over two days, and will begin at 3pm at the northwest entrance of the gym, Friday, 2/28/20; then again Saturday, 2/29/20, beginning at 8am. Check-in times will be assigned at the time your application is approved. You will be notified of your check-in time upon receipt of your payment in full. At check in, you will be shown your reserved location. Merchandise can be set up immediately after check-in. All vendors must be set up and ready to sell by 5:00 pm Saturday, 2/29/20, and again Sunday, 3/1/20 at 11am. After unloading merchandise, exhibitors are to move their vehicles away from the building to accommodate customer parking. Vendor parking will be north of the campus in the adjacent Joplin Campus lot or in the on-campus parking garage. You will be provided a map indicating approved vendor parking areas. **Vendor initial**

LOAD OUT- The Big Red Market will close promptly at 6:00 pm on Sunday, 3/1/20. Exhibitors are responsible for **cleaning** their space and must be **completely vacated by 8:00 p.m.** Please keep a copy of this form for your records. **Vendor initial**

THIS IS A NON-SMOKING CAMPUS. No smoking is allowed ANYWHERE on property. **Vendor initial**