

2011 J. J. PEARCE PACESETTER HOLIDAY BAZAAR

October 29-30, 2011

J. J. Pearce High School
1600 N. Coit Road
Richardson, Texas 75080

Dear Artist/Exhibitor,

The J.J. Pearce High School Pacesetter Drill Team thanks you for your interest in this year's Holiday Bazaar. We are very excited and look forward to another successful event. Last year's Bazaar was attended by over 6,000 customers and featured nearly 170 artists and exhibitors from all over North Texas, Oklahoma, and other regions. We invite you to apply to become one of the vendors for the 2011 Holiday Bazaar scheduled for the weekend of **October 29th and 30th** and share in making the event a success again this year.

Vendor space is limited in each category of merchandise to ensure a variety for our customers and allow our exhibitors to maximize profits. For this reason, the Holiday Bazaar is a "juried show." Vendors are selected based on the following criteria (which will be factored, but **will not guarantee selection**): 1) Quality of merchandise; 2) Uniqueness of merchandise and attractiveness of booth space; 3) Past participation, including attitude toward the Pacesetters and the Booster organization. A copy of the Vendor Application (with pricing information), Rules and Regulations, and Release of Claims are attached.

Current photographs of your merchandise and booth display **must** accompany your application for consideration. The photographs will not be returned. You may also submit samples of the merchandise you plan to sell, which although not required, would be helpful to our selection process. We reserve the right to accept all or part of your merchandise for sale at the bazaar. All samples and photographs should be properly labeled with the name of your company. Samples that you would like returned to you must include postage or they may be picked up during the bazaar.

Booth sizes are approximately 10' wide and 8' deep and are offered as singles or doubles. Due to our schools layout, some spaces may vary slightly in dimensions, but will nonetheless contain approximately 80 square feet of area. For additional charges, electricity and tables will be supplied to the booths. These added items are in limited supply, so please let us know with your application if you will need these items.

Applications are due **June 27, 2011**, along with a deposit in the full amount for your Total Booth Costs. Please make your check payable to the **Pacesetter Booster Club**. We encourage you to submit your application with the appropriate materials as soon as possible, as the date of receipt could be a factor in your selection. We will commence the jury process shortly after the deadline and advise vendors of selection no later than **August 15, 2011**. Payments will be returned to those vendors not selected during the process. Please note that if you are selected, your **payment will be non-refundable**.

If you have any questions about the application process or the Holiday Bazaar, please do not hesitate to contact us. If you have any questions or comments, please contact Dandy Henderson, our Bazaar Vendor Chair at:

Dandy Henderson
dandrahenderson@tx.rr.com.
(972) 907-1233

Again, thank you for your support of the J.J. Pearce Pacers!

Alice Doman,
Pacesetter Bazaar Chair

2011 PACESETTER HOLIDAY BAZAAR RULES AND REGULATIONS FOR EXHIBITORS

BAZAAR DATES AND HOURS

Saturday, October 29, 2011, 9:00 a.m. to 5:00 p.m.

Sunday, October 30, 2011, 11:00 a.m. to 5:00 p.m.

BOOTHS AND DISPLAYS

1. Single booth size is approximately 10' wide by 8' deep. A height limit of 6' has been set by the Dallas and Richardson Fire Departments. Three-sided displays are preferred.
2. The Pacesetter Booster Club will have final approval on all booth *sizes*, **quality & appropriateness of merchandise and displays**. 1) Do not bring items considered to be in bad taste 2) **The sale of *knock-off* items is prohibited** 3) The burning of incense or candles is not permitted.
3. The Pacesetter Booster Club will provide electricity, tables and chairs, **if requested on the Contract.**
4. The Pacesetter Booster Club does not have price limits on your work. You are solely responsible for pricing your inventory.
5. No deliveries can be accepted.

CHECK-IN, SET-UP, AND CLOSING PROCEDURES

1. **For Friday, October 28, 2011: Exhibitors check-in from 5:30 -7:00 P.M. along the Senior Way entrance** (the north side of the building). Please do not attempt to move in sooner as the custodians must have time to clean the building before we can open for Bazaar set up.
2. **Vendors must be present Friday night, October 28, 2011, for check-in and set-up, or have called and made arrangements with the vendor chairs prior to Friday.** If vendors are not present or have not made prior arrangements with the vendor chairs, the vendor chairs will assign their space for the show to wait-listed applicants. Booth fees will not be returned.
3. All set-ups must be completed by show time.
4. You are responsible for carrying your own material(s) into and out of the building.
5. No decals, stickers or permanent type tape of any kind may be placed on windows, walls or doors of the school building.
6. Please move vehicles once you have unloaded, and park in the Southeast and Northeast parking lots designated for vendors.

****IMPORTANT** - DUE TO SCHOOL REGULATIONS,**

- **EXHIBITORS MUST VACATE THE BUILDING BY 10:00 P.M. ON FRIDAY NIGHT.**
- **YOU WILL NOT BE ALLOWED TO ENTER THE BUILDING PRIOR TO 5:30 P.M. ON FRIDAY OR 7:00 A.M. ON SATURDAY.**
- **You must vacate the building NO LATER THAN 7:00 P.M. ON SUNDAY - NO EXCEPTIONS!**

SALES TAX PERMIT

1. The State of Texas requires a Sales Tax Permit for ALL Exhibitors.
2. Each Exhibitor is solely responsible for any and all taxes from your sales whether Federal, State or Municipal. You are solely responsible for payment of the same.
3. The Pacesetter Booster Club requires you to provide a copy of your Sales Tax Permit for our records. Please return it with your contract and booth fee. If applied for and not yet received, it is your responsibility to provide a copy to Dandy Henderson, Vendor Chair, prior to the show.

SECURITY

1. Neither the Pacesetter Booster Club nor J. J. Pearce High School assumes responsibility or liability for loss, damage or breakage to property exhibited by the Exhibitor.
2. No insurance of any kind will be furnished for the Exhibitor.
3. Security personnel will be provided by the Pacesetter Booster Club at J. J. Pearce High School from Friday, October 28, 2011 at 5:30 P.M. through the closing of the show on Sunday, October 30, 2011 at 5:00 P.M.
4. Richardson Police will be notified of the Bazaar and requested to add extra patrols to the area.

PUBLICITY

The Pacesetter Booster Club has planned an extensive publicity campaign utilizing our easily identifiable “Gingerbread Man” signage. Ads will be placed in area newspapers and signs will be posted in local business windows. Fliers will be sent to feeder schools, church bulletin boards, homeowner groups and distributed at football games, meetings and teacher groups. Where allowed by law, signs will also be posted at major local street intersections in Richardson and Dallas. We will also provide a copy of our flier for you to copy and distribute to your mailing list and/or customers.

GENERAL

1. Each exhibitor is responsible for his/her own money, cash box and sales receipts. The Pacesetter Booster Club cannot provide that service. We (and the food service at “The Cafe”) will not provide change to Exhibitors.
2. **No one other than the Pacesetter Booster Club will be allowed to sell food for consumption, on the premises. This will be strictly enforced.**
3. **No exhibitors will be allowed to sublease any part of their booths.**
4. Exhibitors must be in attendance at their booth at all times during the show. Members of the Pacesetter organization are unable to assist you in operating your booth.
5. **No exhibitor may dismantle their inventory prior to the closing hour of the show.**
6. No smoking is permitted in the building at any time.
7. Exhibitors must demonstrate appropriate attitude and decorum at all times.
8. There will be no baby-sitting service for merchants’ children; therefore, please have someone available to watch your children at all times including set-up and take –down.
9. Neither the Pacesetter Booster Club nor J.J. Pearce High School assumes responsibility for loss, damage, or breakage to property exhibited by the vendor. No insurance of any kind will be furnished for the exhibitor.
10. Exhibitors are responsible for any damage to school property resulting from their own negligence.
11. **Once an exhibitor is accepted to participate in the Pacesetter Bazaar, all fees then become non –refundable!**
12. The Chairs of the Pacesetter Holiday Bazaar reserve the right to enforce and/or interpret the Rules and Guidelines as final judgment, without exception.
13. No “knock-offs” or “counterfeit” items are permitted to be sold.

2011 VENDOR APPLICATION

SHOW DATES: **SATURDAY, OCTOBER 29, 2011 - 9 a.m. to 5 p.m.**
SUNDAY, OCTOBER 30, 2011 - 11 a.m. to 5 p.m.

APPLICATION DUE DATE: **JUNE 27, 2010**

ACCEPTANCE NOTIFICATION DATE: **AUGUST 15, 2011**

BUSINESS NAME: _____

CONTACTNAME: _____

E-MAIL ADDRESS: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PRIMARY TELEPHONE: _____ CELLPHONE: _____

HAVE YOU PARTICIPATED IN THE PACESETTER BAZAAR BEFORE?

_____ YES _____ NO IF YES, PLEASE INDICATE THE YEAR(S) YOU PARTICIPATED:

MERCHANDISE INFORMATION. PLEASE PROVIDE SPECIFIC DESCRIPTION AND ESTIMATE OF THE PERCENTAGES OF THE MERCHANDISE TO BE REPRESENTED IN YOUR BOOTH (Example: "60% Pillows and 40% Throws"):

NOTE: THIS APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:

- **PHOTOGRAPHS OF YOUR PROPOSED EXHIBIT/DISPLAY**
- **COPY OF SALES TAX PERMIT**
- **PAYMENT FOR BOOTH SPACE, RENTAL FEES FOR ELECTRICITY AND/OR TABLES (IF NEEDED)**
- **SIGNED RELEASE OF CLAIMS**

| BOOTH REQUEST | FEE | COST |
|---|------------|-------------|
| SINGLE: 10' wide x 8' deep | \$195 | \$ _____ |
| DOUBLE: 20' wide x 8' deep | \$300 | \$ _____ |
| OUTSIDE: ALONG COIT RD. (Yard/outdoor art) | \$350 | \$ _____ |

ELECTRICITY OPTIONS

| | | |
|--------------------|------|----------|
| FOR LIGHTS ONLY | \$15 | \$ _____ |
| FOR ONE APPLIANCE | \$30 | \$ _____ |
| FOR TWO APPLIANCES | \$45 | \$ _____ |

****Important - for more than two appliances –contact vendor chair****

| TABLES | HOW MANY | | |
|----------------|-----------------|------------------------------|----------|
| 6 FOOT TABLES | _____ | x \$15 (Limited # Available) | \$ _____ |
| 12 FOOT TABLES | _____ | x \$25 (Double Booths Only) | \$ _____ |

CHAIRS _____ (NO CHARGE)

TOTAL BOOTH COST/AMOUNT OF PAYMENT: \$ _____ **

Payment should be made by check or money order, payable to: **Pacesetter Booster Club

SIGNATURE: I HAVE READ AND AGREE TO ALL THE RULES AND GUIDELINES FOR THE 2011 PACESETTER BAZAAR TO BE HELD AT J.J. PEARCE HIGH SCHOOL ON OCTOBER 29 & 30, 2011.

Signature: _____ Date: _____, 2011

THIS CONTRACT IS NOT EFFECTIVE UNTIL ACCEPTED BY THE PACESETTER BOOSTER CLUB. ACCEPTANCE OF ANY TENDERED CONTRACT IS WITHIN THE SOLE DISCRETION OF THE PACESETTER BOOSTER CLUB. IF THIS CONTRACT IS NOT ACCEPTED, YOUR FEES WILL BE REFUNDED.

PLEASE SEND YOUR APPLICATION, PAYMENT, PHOTOGRAPHS, SALES TAX PERMIT, AND SIGNED RELEASE TO:

**Pacesetter Bazaar 2011
Dandy Henderson
2404 E. Prairie Creek Dr.
Richardson, Texas 75080**

RELEASE OF CLAIMS

Exhibitor hereby waives and releases the Pacesetter Booster Club and J.J. Pearce High School from and against all claims, demands, liabilities, causes of action, suits, judgments, damages, and expenses (including reasonable attorneys' fees) arising from injury to any person or damage to or theft, destruction, loss, or loss of use of any property or inconvenience to Exhibitor, or Exhibitor's employees, agents and contractors, and arising from attendance at the Pacesetter Bazaar, for whatever reason other than the intentional misconduct of the Pacesetter Booster Club. Furthermore, Exhibitor shall indemnify, defend and hold the Pacesetter Booster Club and J.J. Pearce High School harmless from any claims brought against either or both of them hereby waived and released.

Exhibitor _____

Signature _____

Date _____

**J.J. PEARCE HIGH SCHOOL PACESETTER DRILL TEAM
2011 PACESETTER HOLIDAY BAZAAR**

EXHIBITOR APPLICATION CHECKLIST

DO NOT FORGET TO SUBMIT THE FOLLOWING:

_____ 2011 VENDOR APPLICATION

_____ CHECK OR MONEY ORDER payable to: **Pacesetter Booster Club**

_____ PHOTOGRAPHS OF PROPOSED BOOTH OR DISPLAY

_____ SALES TAX PERMIT

_____ RELEASE OF CLAIMS

PLEASE SEND THESE ITEMS TO:

**Pacesetter Bazaar 2011
Dandy Henderson
2404 E. Prairie Creek Dr.
Richardson, Texas 75080**

CONTACT INFORMATION:

Dandy Henderson
dandrahenderson@tx.rr.com
(972) 907-1233