

J. J. Pearce High School

1600 N. Coit Road, Richardson, Texas 75080

April 2010

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 150 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 2010 Holiday Bazaar, scheduled for the weekend of *October 23<sup>rd</sup> and 24<sup>th</sup>* 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: 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 will be factored (but *will not guarantee* placement) in this year's Bazaar. An exhibitor application/contract, pricing information 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 8' x 10' and are offered as singles or doubles. Many variations occur, but do maintain the approximate 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 28, 2010*, along with a deposit in the full amount for your Total Booth Fees. 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 16, 2010*. 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. Again, thank you for your support of the J.J. Pearce Pacesetters. Questions and comments can also be addressed by emailing Nancy Marston at [NNM19@swbell.net](mailto:NNM19@swbell.net)

Donna Burton, Bazaar Chair

Nancy Marston (214-418-3931) Vendor Chair

**2010 PACESETTER HOLIDAY BAZAAR  
RULES AND REGULATIONS FOR EXHIBITORS**

**BAZAAR DATES AND TIMES: SATURDAY, OCTOBER 23; 9:00 A.M. TO 5:00 P.M.  
SUNDAY, OCTOBER 24; 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 feet 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.

**6. CHECK-IN AND SET-UP PROCEDURES**

**For Friday, October 22, 2010: 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.

**Vendors must be present Friday night, October 22nd 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.

You are responsible for carrying your own material(s) into and out of the building.

No decals, stickers or permanent type tape of any kind may be placed on windows, walls or doors of the school building.

Please move vehicles once you have unloaded, and then park in the Southeast and Northeast parking lots designated for vendors.

**EXHIBITORS MUST VACATE THE BUILDING BY 10:00 P.M.** *Please do not begin set-up if you are unable to finish by 10:00 P.M.*

**IMPORTANT: DUE TO SCHOOL REGULATIONS, YOU WILL NOT BE ALLOWED TO ENTER THE BUILDING PRIOR TO 5:30 P.M. ON FRIDAY OR 7:00 A.M. ON SATURDAY.**

7. All set-ups must be completed by show time.
8. **You must vacate the building Sunday, October 25th , NO LATER THAN 7:00 P.M. 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 Nancy Marston, 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 22, 2010 at 5:30 P.M. through the closing of the show on Sunday, October 14, 2010 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". Ads will be placed in area newspapers, signs in local business windows with lots of signs covering the area. Fliers will be sent to feeder schools, church bulletin boards, homeowner groups and distributed at football games, meetings and teacher groups. Further, signs will be posted at major street intersections in Richardson and The City of Dallas where allowed by law. We will also provide a copy of a 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. Food service (The Cafe) cannot provide change.
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.

Exhibitors must demonstrate appropriate attitude and decorum at all times.

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.

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.

Exhibitors are responsible for any damage to school property resulting from their own negligence.

**Once a vendor is accepted to participate in the Pacesetter Bazaar, All fees then become Non – Refundable!**

The Chairs of the Pacesetter Holiday Bazaar reserve the right to enforce and/or interpret the Rules and Guidelines as final judgment, without exception.

### 2010 VENDOR APPLICATION

SHOW DATES: OCTOBER 23 & 24, 2010

APPLICATION DUE DATE: JUNE 28, 2010

ACCEPTANCE NOTIFICATION DATE: AUGUST 16, 2010

BUSINESS NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PRIMARY PHONE NUMBER \_\_\_\_\_ CELL NUMBER \_\_\_\_\_

WE HAVE PARTICIPATED IN THE FOLLOWING SHOWS (INDICATE YEAR OF PARTICIPATION): \_\_\_\_\_

\_\_\_\_\_

HAVE YOU PARTICIPATED IN THE PACESETTER BAZAAR BEFORE?

YES NO IF YES WHAT

YEAR(S): \_\_\_\_\_

MERCHANDISE INFORMATION, SPECIFIC DESCRIPTION (PLEASE ESTIMATE THE PERCENTAGES OF THE MERCHANDISE TO BE REPRESENTED IN YOUR BOOTH -EXAMPLE 60% PILLOWS AND 40% THROWS):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: NO APPLICATION WILL BE CONSIDERED UNLESS IT IS ACCOMPANIED BY PHOTOGRAPHS, COPY OF SALES TAX PERMIT, PAYMENT FOR BOOTH SPACE, RENTAL FEES FOR ELECTRICITY AND/OR TABLES (IF NEEDED), AND A SIGNED RELEASE OF CLAIMS.**

<b>BOOTH REQUEST</b>	<b>FEE</b>	<b>TOTAL COST</b>
SINGLE: 8' x 10'	\$195	\$ _____
DOUBLE: 8' x 20'	\$300	\$ _____
OUTSIDE: ALONG COIT RD.	\$350	\$ _____
<b>ELECTRICITY OPTIONS</b>		
FOR LIGHTS ONLY	\$15	\$ _____
FOR ONE APPLIANCE	\$30	\$ _____
FOR TWO APPLIANCES	\$45	\$ _____

**\*\*VERY IMPORTANT - MORE THAN 2 APPLIANCES: CONTACT VENDOR CHAIR\*\***

<b>TABLES</b>	<b>HOW MANY</b>		
6 FOOT TABLES	_____	X \$15 LIMITED # AVAILABLE	\$ _____
12 FOOT TABLES	_____	X \$25 (ONLY DOUBLE BOOTHS)	\$ _____
<b>CHAIRS</b>	_____	NO CHARGE	
<b>TOTAL BOOTH FEES</b>			<b>\$ _____</b>

I HAVE READ AND AGREE TO ALL THE RULES AND GUIDELINES FOR THE 2008 PACESETTER BAZAAR TO BE HELD AT J.J. PEARCE HIGH SCHOOL ON OCTOBER 23 & 24, 2010.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PAYMENT SHOULD BE MADE BY CHECK OR MONEY ORDER,

TO THE **PACESETTER BOOSTER CLUB.**

**\*\*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 TO:

**PACESETTER BAZAAR 2010**  
**Nancy Marston**  
**7152 Manor Oaks Drive, Dallas, Texas 75248**

## **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 \_\_\_\_\_