

# *Live, Laugh, Love...* **SHOPPING**

*April 19-21*

## ***Spring Market 2012***

BROUGHT TO YOU BY THE JUNIOR LEAGUE OF LUFKIN

August 15, 2011

Dear Prospective Vendor,

The Junior League of Lufkin is already preparing for our 8<sup>th</sup> annual Spring Market. Last year was a tremendous success although we incurred some issues. However, in most cases when events expand and grow like in our case, changes need to be made to further accommodate those in attendance as well as merchants. There are several modifications or additions to the rules and/or market information. If you have questions or comments regarding any, please feel free to contact me directly as it is my goal as vendor relations chair to have you attend our market..

We had over 50+ wonderful vendors that delighted our shoppers with unique and exciting items during last market. We hope that you will join us in kicking off the 2012 Spring Market, April 19-21st.

We will start filling empty booth spaces on November 11<sup>th</sup>. If you are accepted as a vendor, an acceptance letter will be mailed to you in late November.\*

We look forward to hearing from you soon. If you have any questions feel free to contact us or visit our website, [www.juniorleagueoflufkin.org](http://www.juniorleagueoflufkin.org) for market information.

Sincerely,

Melissa Roberts  
Vendor Relations Chair  
936-676-3334  
5314 Champions Dr  
Lufkin TX 75901

Tracie McCleskey  
Vendor Relations Co-Chair  
936-414-4040

# *Live, Laugh, Love...* **SHOPPING**

## **MARKET RULES & INFORMATION**

1. Dates and hours for general public:  
**Thursday, April 19, 2012**    **6:00 pm – 9:00 pm**  
**Girls Night Out Pre-Party & Shopping**  
**Friday, April 20, 2012**    **10:00 am – 8:00 pm**  
**Luncheon/Style Show**  
**Two seating's: 11:00 am and 1:00 pm**  
**Saturday, April 21, 2012**    **10:00 am – 5:00 pm**  
**Shopping**
2. Your booth must be staffed at all times. If you would like to take a break, Junior League Hospitality Staff will be available to relieve you for a short time.
3. All vendors are required to stay the duration of the market. Any vendor whose booth is not open during all Spring Market shopping hours will not be invited back. *Shoppers have paid to find vendors open during shopping hours.*
4. If your booth is selected by the committee to be at the JLL Spring Market, you will receive your contract/merchant questionnaire by the designated times set in the enclosed letter. It is not the policy of Spring Market to notify vendors that they have not been selected. The primary reason for this is that we have found that, due to cancellations, we often continue to add vendors from our waiting list. However if you are trying to schedule another show or need to know where you fall on the waiting list, please feel free to contact Melissa Roberts, Vendor Relations Chair at [lissa@citywidedirectories.com](mailto:lissa@citywidedirectories.com).
5. Vendor set up will begin between the hours of 1:00 and 5:00pm on **Wednesday, April 18, 2012** and 8:00 am and 3:30 pm on **Thursday, April 19, 2012** Exhibitors arriving prior to 1pm or 8 am will be asked to wait until the doors are open. Set up must be completed by 4:00 pm, **Thursday, April 19, 2012**. *You can come during any of these times to set up just as long as you do not use the dock unless you requested a time.*
6. When you arrive, *please check in and then unload* during your designated time at the rear entrance of the Civic Center on First Street. **After unloading, vendors must move their vehicles to make room for other vendors to unload.** *Vendors are asked to park in the lot directly across from the Civic Center on Second Street.* (No items are allowed to be bought in through the front doors. Thank you in advance for complying with the Civic Center's Rule.)

7. If you requested access to electricity at your booth, it will be provided. However, please bring the appropriate extension cords to outfit your booth accordingly.
8. Guests will be able to enjoy market shopping during the pre-party hours. Your booth must be occupied during this time. Vendors must return back to the Civic Center by 5:30 pm prior to the party. As a shopping incentive for the pre-view party, we are advertising “shopping specials” good only during preview party hours. Each vendor is required to participate by offering an incentive/discount for each shopper. The incentives will be listed on the Contract/Merchant Questionnaire from which you will select one. We ask you to do this because our Pre-Party Night is a Special Event Night where shoppers pay more to eat and Shop with Discounts. The Junior League will also be holding Special drawings through the evening for our Shoppers. (Example: \$100 gift certificate to shop only at the market). **\*\*If an incentive is not marked, we will assume you will give a 30% discount for Pre-Party.\*\***  
*Thank you for helping us make this an eventful night.*
9. **In the past, a few vendors have suggested we give away door prizes during the market. So we have listened and will implement door prizes this year. There will be a place on the Contract/Merchant Questionnaire, where you can list your item or items that you are donating. The door prizes will be given away during the Market hours on Friday and Saturday. With all vendors participating, that will give us about 2 to 3 items an hour. How fun for our shoppers!**
10. To help advertise the items you are selling, we are having a style show/product showcase during the luncheon on Friday. **If you would like to participate in the style show/product showcase, please send a color photo and complete description of what you plan to showcase before March 16, 2012 to Lisa Griffin at [lisagriffin@consolidated.net](mailto:lisagriffin@consolidated.net). For questions Lisa can be reached at 936-632-1757.**
11. Vendors will have access to the Pitser Garrison Civic Center **Friday and Saturday, April 20<sup>th</sup> and 21st at 8:00 am.**
12. A hospitality suite, staffed by the Junior League of Lufkin will be available to all vendors during Market hours ONLY, not during set up. *The civic center will be selling water and other drinks if you should need it before hand.*
13. You will be responsible for all special order deliveries. The Civic Center or members of the Junior League will not be responsible for **any** deliveries.

14. The Junior League will provide signs that identify your company name and city. These signs are the property of JLL and may only be removed by a SM member. Only one sign per booth will be permitted due to weight. Please review your vendor information and notify Melissa Roberts at [lissa@citywidedirectories.com](mailto:lissa@citywidedirectories.com) or 936-676-3334 before **March 16, 2012** with any changes to your company's name or city.
15. No items are to be fastened to the pipe & drape.
16. If you plan to have any type of heated food at your booth please notify Melissa Roberts before **March 16, 2012**.
17. Booth fees are due before **March 16, 2012** and are **non-refundable**. Your registration fee covers all expenses. No percentage of sales will be taken. *We understand that things happen beyond our control. You may submit an explanation in writing to the Spring Market committee if you believe you are due a refund for your cancellation.*
18. No smoking will be permitted.
19. The Junior League reserves the right to refuse the sale of any items deemed inappropriate by the Spring Market Committee.
20. Merchandise displayed at the JLL Spring Market should be contained within the designated booth space. While there may have been some exceptions to this rule in past years, those exceptions have led to problems and conflicts, so there will be absolutely **NO EXCEPTIONS to this policy this year**.
21. The Spring Market cannot guarantee prior vendors the exact booth location held the previous year or any prior year. A few changes have been made to booth layout to make room for additional booths after open space was discovered during the last market. We will try our best to accommodate your requests; however, vendor placement will be decided by the Vendor Relations committee.

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**SHOPPING**

**Junior League of Lufkin ~ Spring Market 2012  
 Vendor Application**

PLEASE PRINT  
 OR TYPE

Business Name: \_\_\_\_\_  
 (As it is to appear on the booth sign)

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Have you previously attended this show as a vendor? \_\_\_\_\_

Please list three (3) other shows in which you have recently participated.

Name of Show	Year(s) Participated

**To be considered for Spring Market 2012, you must include at least three current photographs of your merchandise and your booth from other shows. Photos are non-returnable.**

Please give a complete description of merchandise. (If you offer apparel, please list your lines.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Merchandise price range: \_\_\_\_\_

Please indicate the percentage of merchandise you will have in your booth (e.g.: Home accessories 60%, Gifts 20%, Toys 20%)

- |                         |                       |                      |                      |
|-------------------------|-----------------------|----------------------|----------------------|
| ___ Children's Apparel  | ___ Men's Apparel     | ___ Women's Apparel  | ___ Fine Art         |
| ___ Books               | ___ Children's Access | ___ Music            | ___ Food             |
| ___ Gifts               | ___ Gardening         | ___ Children's Décor | ___ Kitchen/Cookware |
| ___ Purses/Bags/Luggage | ___ Antiques          | ___ Pet Gifts        |                      |
| ___ Home Access         | ___ Stationary        | ___ Photography      | ___ Toys             |
| ___ Jewelry             |                       |                      |                      |

Please indicate which booth size you will need.

Booth Size	Booth Price	Deposit Required	Booth Description
<input type="checkbox"/> Single: 10' X 10'	\$400	\$200	4' Covered Table, 2 Chairs, 8' Back Drape, 8' Side Drapes, and Hanging Sign
<input type="checkbox"/> Corner: 10' X 10'	\$450	\$225	
<input type="checkbox"/> Double: 10' X 20'	\$600	\$300	2 - 4' Covered Tables, 2-4 Chairs, 8' Back Drape, 8' Side Drapes, and Hanging Sign
<input type="checkbox"/> Corner: 10' X 20'	\$650	\$325	

**\*The Junior League of Lufkin does not charge a percentage of sales.**

Extra table(s) needed: \_\_\_\_\_ Number needed: \_\_\_\_\_ (additional \$20 per table)

Handing out food samples? \_\_\_\_\_

**This application is for review purposes only. Submission of this application does not guarantee selection for Spring Market 2012. We reserve the right to limit vendors based on merchandise category.**

Melissa Roberts - Vendor Relations Chair

936-676-3334

[lissa@citywidedirectories.com](mailto:lissa@citywidedirectories.com)

Tracie McCleskey – Vendor Relations Co-Chair

936-414-4040

[traciemccleskey@yahoo.com](mailto:traciemccleskey@yahoo.com)

**RETURN COMPLETED APPLICATION TO:**

**Melissa Roberts**

5314 Champions Dr

Lufkin TX 75901