**JBF – Houston South Fall 2020 Vendor Application**

\*Vendor booths are limited\*
Vendor registration opens August 5, 2020 at 8am. No early applications.

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL:

BUSINESS NAME:

DESCRIPTION OF BUSINESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WEBSITE LINK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Payment: \_\_\_\_\_Check \_\_\_\_Money Order \_\_\_\_PayPal **Please do not order any items until we confirm your company has been selected as a vendor.
Please choose how you would like to participate:**

\_\_\_\_\_ **VENDOR BOOTH $150** (payment made by September 1, 2020)

\_\_\_\_\_ **VENDOR BOOTH $200** (payment made after September 1st, 2020)
If approved for a booth you will have an **8 x 8 space**, one bare table (2 ½ x 6ft) and two chairs to represent your business. Only one business can be represented at each booth. Included in your booth fee is the opportunity to provide one flier/item that will be given to our first 500 customers in our “Smart mom’s packs”. This promotional item must be for the same business that is represented at your booth (see below for size requirements for Moms Packs items. **Only 1-2 booths available due to COVID safety precautions.**

\_\_\_\_\_ **SMART MOMS PACK VENDOR $50 (FREE WITH BOOTH).**  You provide 500 of your promotional items (no larger than 8.5”x 9”) to place in our Smart Moms Packs. These can be flyers, coupons, magnets, pencils or any other promotional items that are “family friendly” (subject to approval by Just Between Friends-Houston South).
**Materials must be received NO LATER THAN September 15, 2020 unless other arrangements have been made**.
 Bags will be distributed to our shoppers while supplies last.

***STEPS TO SECURE A BOOTH OR SMART MOMS PACK SPACE:*
1. Fill out this** [[**google form**](https://goo.gl/forms/gJc4uZnY4XDk8XcD3)](https://goo.gl/forms/gJc4uZnY4XDk8XcD3) **if you haven’t already filled it out on the website.**

 **2. Once approved, please send completed application, signed waiver, insurance waiver (only if booth vendor and approved- we will email after approval) & check or money order (unless paying with PayPal) to:**

**Just Between Friends – Houston South**

**8325 Broadway, Suite 202 - #252, Pearland, TX 77581
We must have a paper copy of your application, SIGNED waiver, Waiver for Insurance (emailed to you once approved), and payment on file to complete the vendor application process and ensure you a booth at the event.**

**Just Between Friends Fall 2020 Vendor Waiver**

Thank you for signing up as a Vendor for the **Just Between Friends-Houston South Sale**. We appreciate your business! We will select vendors that fit our target market and target area (Houston-South). You will be provided one table and 2 chairs. **You will need to provide any equipment, extension cords, table cloths or display items necessary for the duration of the sale. If you need an electrical outlet, please let us know so we can make arrangements to place you near one. No children will be allowed inside the sale on pre-sale night except infants under 12 months of age if in sling or carried.**

VENUE LOCATION: Knights of Columbus Hall, 2320 Hatfield Rd., Pearland, TX 77581

**Vendor set-up will be Wednesday, September 23, (10:00am-12:00pm or 2pm-3pm) unless other arrangements are discussed. Our sale schedule is as follows. Please note this is a tentative schedule and will be finalized a couple weeks before the event. Also, note that the venue will close from 12:00pm-2:00pm on Wednesday.**No booths can be set up without completed waiver and application (even if payment has been received).  **Wednesday, September 23rd - Pre-sale (Please check website for updates as this is a tentative schedule).**

**12:00pm-2:00pm – venue closed for final set-up by event coordinator**

Please refer to website for presale schedule ( [www.houstonsouth.jbfsale.com](http://www.houstonsouth.jbfsale.com))

**Thursday, September 24th**
9:00am-6:00pm Sale open to the Public

**Friday, September 25th**
9:00am-6:00pm Sale open to the Public

**Saturday, September 26th**

10:00am-3:00pm – Half Price Day- Public Sale

**3:00pm-10:00pm- Break Down**

 Vendor Guidelines:

* We cannot hold your vendor spot without payment. Please send check, signed waiver and application to: **Just Between Friends-Houston South, 8325 Broadway, Suite 202 - #252, Pearland, TX 77581.** PayPal is also an option after approved.
* We are unable to refund vendor fees due to cancellation.
* We cannot reserve locations for your booth. These will be pre-assigned based on first come (paid), first served.
* Children under age 12 are not permitted in vendor booths.
* Children are not allowed in the sale on Wednesday (Presale) except infants under age 12 months in sling or carried.
* Animals are NOT permitted in vendor booths unless service animals.
* You are responsible for your own food, drinks, and change. We will have a refrigerator available to store food items.
* You are solely responsible for the manning and operation of your booth. JBF is not responsible for your success or sales while at the event as a vendor.
* **Only one business can be represented per booth. JBF Houston South reserves the right to have vendors remove items from their booth if deemed inappropriate for any reason.**
* Merchandise from the Just Between Friends sales floor cannot be held at vendor booths for purchase. All items must be taken to the register for immediate check out.

I wish you great success and look forward to working with you! --Melanie ☺

I understand and agree that Just Between Friends is not responsible for fire, loss, theft or damage to my personal, business or display items. I agree to hold harmless Just Between Friends, its owner, participants, volunteers & sponsoring organizations from any and all liabilities and damages to and from my product. I agree to hold harmless Just Between Friends and/or The Knights of Columbus Hall, Pearland, its owners, its participants, volunteers & sponsoring organizations for any personal injury resulting from participation in the Just Between Friends Consignment Sale from whatever cause either seen or unseen. I am solely responsible for setting up and breaking down my booth and agree to all above terms and conditions. I also understand that if my check is returned for insufficient funds a $30 fee will be assessed. I agree to keep any operational/trade secrets I learn through being a vendor of Just Between Friends confidential.

X

Vendor Signature Date