

Mesquite Educational Paraprofessional Association
3819 Towne Crossing- Mesquite, Texas 75149

RETURN VENDOR

August 9, 2018

Dear Exhibitor:

The **2018 MEPA Annual Holiday Bazaar** is scheduled for **Saturday, December 8th,**
9:00 am to 5:00 pm at Poteet High School located at 3300 Poteet Drive east of Town East Mall.

NOTE: If schools are closed due to inclement weather, the bazaar will be cancelled and not rescheduled!

The Bazaar is the main event hosted by MEPA to raise scholarship funds. Scholarships are given to two students from each high school and one student at the Mesquite Academy, which comes to 11 scholarships given each year. The Bazaar is highly publicized and well organized.

MEPA will be marking booths Friday evening so vendors are not permitted to set up at that time. On Saturday, the doors will open at 6:45 a.m. and we ask that you be ready for the public by 9:00 a.m.

You will receive a confirmation email (if your email address is provided) stating we have received your application with payment. We look forward to your participation as we host our Annual MEPA Holiday Bazaar.

If you have any questions, please contact one of the following people.

Yvonne Smeltzer at nsmeltzer@mesquiteisd.org
Lisa Porter at lporter@mesquiteisd.org

Please mail application and money order or cashier check to:

Mesquite ISD
ATTN: MEPA Mailbox
3819 Towne Crossing Blvd.
Mesquite, TX 75150

**Remember: NO CASH
or personal checks**

Sincerely,

MEPA Holiday Bazaar Committee

Encl.



In affiliation with Texas Educational Support-Staff Association and National Association of Educational Office Professionals

2018 RETURN EXHIBITOR APPLICATION

Vendor Name: _____

Company Name: (if applicable)

Merchandise Disclosure

(only merchandise which you have listed on this page can be sold)

(You will not be placed if your merchandise is not disclosed on this application)

Please designate if the company you represent allows only one vendor at a show! (i.e. Mary Kay, Avon, Tastefully Simple (formerly Homemade Gourmet), Pampered Chef, Thirty-One Gifts, etc.) If this is not disclosed or you display merchandise not listed above, we have the right to ask you to stop displaying or close your booth.

2018 RETURN EXHIBITOR APPLICATION

Copy of Tax Permit (if available) or provide tax id # _____

Address: _____

City _____ State/Zip _____

Telephone #: _____ Additional Phone #: _____

Fax: _____ Email: _____

No cash. Personal checks will be returned. NO EXCEPTIONS! IF YOUR CHECK HAS TO BE RETURNED, YOU WILL NOT BE PLACED UNTIL PROPER PAYMENT IS RECEIVED.

We make every effort to have high school students who volunteer to assist with unloading your vehicle, however, you will need to bring your own dolly. Please move your vehicle to the parking lot immediately after unloading. This will allow others to unload.

Deadline for Return Vendors* is Friday, September 7, 2018 – No Exceptions.

After this date all vendor applications will be placed according to the date they are received. Booth space will be available on a first-come-first-serve basis.

***Returning Vendors** are sent a vendor packet in August. They must return their application, along with **proper** payment, by their deadline of Monday, **September 7, 2018** or their booth space will be available to another **Return Vendor** or a **New Vendor**.

No Exceptions.

****Returning Vendors** are defined as vendors who rented a booth the previous year. These vendors are placed first and given the opportunity to receive the same booth they had the previous year.*

****New Vendors** are defined as vendors who did not rent a booth the previous year. They will be placed after the Returning Vendors deadline.*

*****Waiting List** if you miss the deadline, then based on the number of applications we receive, you could be placed on the waiting list. You will be contacted and the choice is yours. As vendors cancel, we fill their spot from the waiting list.*

**Check one box for booth size &/or special equipment
Booth Rental (2 chairs provided):**

Vendor Name: _____

12wX6d @ \$70.00

12wX6d @ \$90.00 in main hallway *(if you had a booth this size in the main hall last year, please pay the full amount again this year. Please also enclose the cost of any table or electricity you need)*

 24wX6d @ \$110.00

24wx6d @ \$130.00 booth in main hallway *(if you had a booth this size in the main hall last year, please pay the full amount again this year. Please also enclose the cost of any table or electricity you need)*

*If you would like to request to be in the main hall, please make a notation next to your chosen booth size. **DO NOT SEND** the additional \$20 with your application. If you are chosen to be placed in the main hall, you will be contacted, and the \$20 will be collected at that time.)*

Outside Special request \$130.00 (front porch, parts of sidewalk)
Due to safety reasons the parking lot cannot be used as a booth

Extra Equipment Rental: Check item if needed

Electricity @ \$10.00 (Outlet only – you must provide extension cord)

Tables @ \$20 a set - (2) 6' tables connected

Equipment Cost:

Booth Rental \$ _____
Electricity \$ _____
Tables \$ _____
Total Enclosed \$ _____

**Please make cashier's check or
money order payable to MEPA
PERSONAL CHECKS WILL BE
RETURNED – NO
EXCEPTIONS!**



2018 RETURN EXHIBITOR CONTRACT

You **MUST** initial each box as indication of your agreement.

I understand that this is done on a volunteer basis by employees. The fee I pay for my booth goes directly to students who have applied for the MEPA scholarships. If during the event I can not follow the rules or become a problem. I could be asked to leave and will not receive an application next year. My space will be filled by another vendor on the waiting list trying to become a part of this bazaar. My fee is non-refundable.

- MEPA, Poteet High School, and Mesquite ISD are not responsible for any loss or damage to merchandise belonging to the exhibitor.
- I am responsible for any damages to school property resulting from my negligence.
- I will provide MEPA with a copy of my tax certificate if I have one. I understand that I am responsible for any taxes on sales.
- Only merchandise disclosed can be sold. MEPA allows for: Only one vendor to represent a national product will be allowed to participate (i.e. Mary Kay, Avon, Homemade Gourmet, Pampered Chef, Thirty-One Gifts, etc.).
- In the event you do not disclose you have the same merchandise as a vendor who applied earlier, you will be asked to remove your merchandise.
- Only the vendor who applied can sell merchandise. No other vendor can share space without prior approval.
- MEPA has final approval on all booths and appropriate merchandise.
- Booth placement is assigned by MEPA. We will strive to give returning vendors the same booth, but it is NOT a guarantee.
- Two weeks prior to event, no deposit is refunded for cancellations.
- Food for consumption may not be sold--except by selected vendors obtaining booth space in the FOOD COURT. Cannot sell same items as our concession which is a student fundraiser.
- Everything must stay **INSIDE THE TAPED LINES** of your booth. **NO EXCEPTIONS.**
- NO SMOKING (tobacco or electronic) IS PERMITTED IN OR NEAR THE BUILDING AT ANY TIME.
- No pets allowed unless they are service animals. Advance notice required.

If you are interested in participating as a vendor at the Annual Texas Educational Support Staff Association (TESA) Conference, please complete the information below. Conference will be held in Austin, Texas.

NAME: _____

PHONE: _____

EMAIL: _____

BELOW: WRITE A BRIEF DESCRIPTION OF YOUR MERCHANDISE:

Your information will only be shared with TESA.
TESA 2018-2019 SWC Exhibit Chair: contact is Sony Simon
Phone: work #281-401-5375
Email: Sonya.J.Simon@lonestar.edu