

2024 GENERAL GUIDELINES FOR ST. MATT'S MARKET DAY

SATURDAY, SEPTEMBER 21, 2024, 9:00 am - 3:00pm

St. Matthew's Episcopal Church

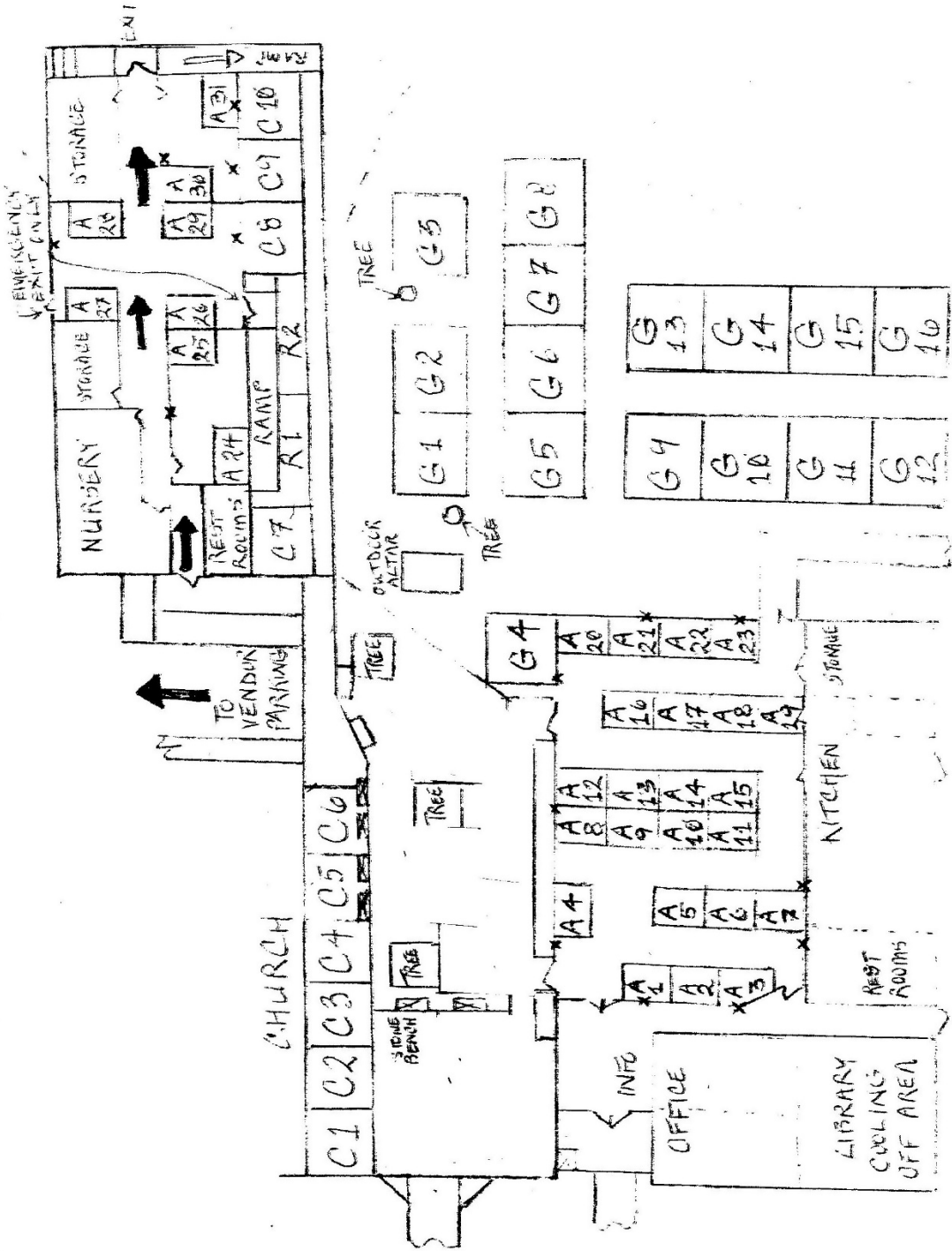
810 Kitty Hawk, Universal City, Texas 78148

The church is on a major cross street with access to Loop 1604, between HEB and Walmart.

1. All goods must be hand-crafted by the vendor. **No resale items or catalog merchandise will be allowed.** The Market Day staff reserves the right to remove any inappropriate items. Vendors who do not comply will be asked to leave the premises and forfeit all fees. Hand-crafted rule will be strictly enforced with no exceptions.
2. Display areas **inside are small (8' x 6')** in order to accommodate more vendors. If a vendor requires more room, consider paying for two adjoining spaces. Booth spaces do **NOT** include a table, but a table and chairs can be rented at an additional cost. Electricity is available at an additional cost for a few of the **indoor booths** on a first-come, first-served basis.
3. Outside spaces are located either on concrete or grass. Covered and uncovered areas are available. For uncovered areas, vendors must provide their own protection from the elements. A canopy is recommended. Booth spaces do **NOT** include a table, but a table and chairs can be rented at an additional cost. **THE EVENT WILL BE HELD RAIN OR SHINE.**
4. Vendor's display backdrops should not exceed 6' in height. Nothing may be hung or attached to building walls (inside or outside).
5. All vendors are expected to keep their booth open for the full duration of the event. Vendors under 16 must be accompanied by an adult. There will be no sub-letting or re-leasing of booth space. All vendors are required to include a **SEPARATE CHECK for \$20** as a good-faith deposit to show they will stay until close of the event. The check will be returned uncashed to the vendor at 3:00 PM. If a vendor packs up or leaves early, the check will not be returned.
6. Vendors are responsible for collecting and reporting Sales Tax and complying with all Federal, State and Local Laws, Statutes and Ordinances.
7. Vendors should submit pictures of items to be sold with the application form (or email photographs to marketday@stmatts-uc.org). These pictures will be displayed on St. Matt's Facebook page to showcase vendor's products prior to the sale; please note photocopied pictures don't work well for this purpose and may not be uploaded. The Market Day staff reserves the right to make the final decision regarding display. All items should be in good taste. No objectionable materials will be displayed. The Market Day staff reserves the right to ask any vendor to remove a specific item or an entire booth for failure to comply with these guidelines. No refunds will be given.
8. Vendors will **display respectful and courteous conduct and use appropriate language at all times while on church property.**

9. For selling home-made food items, vendors must review the following website, <http://www.texascottagefoodlaw.com>. St. Matthew's is not responsible for, nor does the church have any knowledge about these matters. The church simply provides a booth space.
10. No alcoholic beverages of any kind are allowed. **Breakfast will be for sale in Creasy Hall. We are hoping to have food truck vendors to offer lunch items on the day of the event.** A vendor may bring in food/drink for personal consumption but there is no refrigeration available. Smoking is not permitted inside.
11. Vendors may request a specific location on the application form. Please use the map diagrams on pages 3 and 4 to identify booth space location. **Every effort will be made to accommodate requests by returning vendors for the same location; please submit your application as soon as possible.** Specific location requests are not final until payment has been received. If the requested space has already been reserved, Market Day staff will contact the vendor to work out an alternate location. In August, vendors will receive a confirmation email with their assigned booth space.
12. Set up for inside vendors will be on Friday night from 5:00 to 8:00 pm. Doors will close promptly at 8:00 pm and re-open on Saturday morning at 7:00 am. No Market Day staff will be at the church until 5:00 pm Friday. Please unload your vehicles as quickly as possible so that other vendors can also unload. Once unloaded, vehicles **must be moved** to the designated vendor parking area. Please keep sidewalks accessible to all vendors and **do not block the sidewalks** with your vehicles when loading and unloading.
13. **There is no additional security provided on Friday night, other than the doors will be locked.** Any vendor setting up on Friday does so at their own risk. The church accepts no responsibility for any vendor losses for any reason.
14. **NO VENDOR'S VEHICLE SHOULD BE IN THE PARKING LOT DURING SHOW HOURS.** The paved parking lot should be left available for your customers! Vendor parking will be marked to the left of the property (where Overflow Parking is marked on Map 2).
15. No open flames are allowed in any booth. Each vendor is responsible for removing their booth and any trash at the end of the day.
16. No refunds will be made after August 31, 2024. All payments made after August 31, 2024, must be delivered to the church office in cash. (The office is open Monday through Friday from 9:00 AM to 12:00 noon.)
17. Vendors agree that any photographs taken during the Market Day event may be posted on social media to include the church website. These photographs will only be used to promote or advertise this or future events. Church staff may interview vendors on the day of the event to stream to social media.
18. For further information or questions, please contact Liz Sampson at 210-386-5999, or e-mail Marketday@stmatts-uc.org.

MAP 1



* POWER OUTLET

MAP 2

