

*Mesquite Educational Paraprofessional Association
3819 Towne Crossing Blvd - Mesquite, Texas 75150*

NEW VENDOR

September 10, 2018

Dear New 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 not open until 6:45 am. We ask that you must be ready for the public by 9:00 am.

You will receive a confirmation email (if your email address is provided) stating we have received your application. 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 – MEPA President

Lisa Porter at lporter@mesquiteisd.org – MEPA President Elect

Please mail application and money order or cashier check to:

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

Sincerely,

MEPA Holiday Bazaar Committee
Encl.



2018 NEW EXHIBITOR APPLICATION

Vendor Name: _____

Company Name: (if applicable)

Complete address: _____

Telephone #: _____

Email address: _____

Type of Merchandise

(only merchandise which you have disclosed 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 NEW EXHIBITOR APPLICATION

Copy of Tax Permit *if available* _____

Address: _____

City _____ State/Zip _____

Telephone #: _____ Additional Phone #: _____

Fax: _____ Email: _____

Check if you do not have a Tax Certificate or Permit.

Please note we can only accept Money Orders or Cashier Checks. We cannot accept anyone's personal check. MEPA Board insists we abide by this. 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 will have high school students volunteering to help unload your vehicle, but 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.

New vendors 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 Friday, **September 8, 2018** or their booth space will be available to another **Return Vendor** or a **New Vendor**.

****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** We usually receive so many applications that we put names on a waiting list. In the event we are full we will add your name to a waiting list. You will be contacted and the choice is yours. As vendors cancel, we fill their spot from the waiting list.*

If you are placed on the waiting list, you will not pay any money unless you are called. At the time you are called you will be expected to pay immediately.

Please note: If you wish to hand deliver your application, you may bring it to Yvonne Smeltzer or Lisa Porter @ Mesquite Administration Building, Benefits Office, 3819 Towne Crossing Blvd., Mesquite, TX 75150.

Booth Rental (2 chairs provided): Check One

12wX6d @ \$70.00

24wx6d @ \$110.00

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*)

Equipment Cost:

Booth Rental \$ _____

Electricity \$ _____

Total Enclosed \$ _____

Please make cashier's check or
money order payable to MEPA

**PERSONAL CHECKS WILL BE
RETURNED – NO
EXCEPTIONS!**



2018 NEW EXHIBITOR CONTRACT

Please 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