

**JOHN KNOX PRESBYTERIAN CHURCH**  
2525 N. Gessner Rd., Houston, TX 77080  
(713) 462-5448

**Spring Market Day**  
Saturday, March 22, 2025  
10:00 a.m. – 2:00 p.m.

**Application Form**

**Vendor:** Only applicants who have completed this form, and who have included payment, will be considered.

**\*REQUIRED INFORMATION:**

\*Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

\*City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*E-mail: \_\_\_\_\_ \*Phone # \_\_\_\_\_

Whenever possible, communication will be via e-mail.

**Check or money order made out to: John Knox Presbyterian Church – Outreach/Market Day**  
**Cash may be turned in at Church Office (not mailed please)**  
**There are no refunds once your application is accepted.**

**Items to be sold:**

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**\*Do you represent a company such as, Avon, Scentsy, Tupperware, etc? If “yes” Name of Company:**

\_\_\_\_\_ **Pls. note: Failure to identify your Company affiliation on this form can result in your being asked to leave if two vendors from the same Company are present.**

**Outdoor Booth/Space Only – 10 ft. x 10 ft. How many? \_\_\_\_\_ x \$40.00 = \_\_\_\_\_**  
**Pop-up or canopy tents are recommended.**

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John Knox Presbyterian Church will not be responsible for any loss or damage to the Vendor’s merchandise from any cause whatsoever during the Market Day hours, including travel to and from the church, moving into or away from exhibit areas and setting up or maintaining exhibits prior to, during or subsequent to the Market Day. John Knox Presbyterian Church will not be liable to Vendor, any employee or guest of Vendor, or any member of the public for any physical or personal injury suffered by any such party while on or in the premises covered by this permit.

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**Rules and Regulations**

**General Rules**

1. Cancellation Policy: **No refunds will be given.**
2. The Vendor Coordinator will assign all booth spaces. All booth assignments are subject to change without notice at the discretion of the Coordinator.
3. No subleasing of booths is permitted; your booth will be forfeited without refund.
4. Sales tax on items sold is the responsibility of the Vendor.
5. No prepared food may be sold by any vendor except the Food Vendors. Only dried, canned food, or prepackaged handmade items may be sold in your booth.
6. Unprofessional or rude behavior will not be tolerated under any circumstances. In the event of any dispute, a member of the John Knox Outreach Committee shall be the sole judge and that decision shall be final.
7. This is a church sponsored event and your merchandise must be appropriate for the venue. No tobacco or alcohol related items are allowed.
8. The Vendor Coordinator reserves the right to bar any exhibit, or part of any exhibit, that is not in keeping with the above.

**Booths/Spaces**

1. Vendors are responsible for providing their own display tables.
2. No electricity will be available.
3. Your space will be marked. Please be sure nothing exceeds your space. All booths will be spaced 10 feet apart.
4. Pop-up and Canopy tents are recommended. All canopies will require weights.
5. Booth set-up will be Saturday, March 22, from 8:00-10:00 a.m.
6. Unloading and loading merchandise/equipment as well as set-up and take down of booth/equipment is the responsibility of the Vendor.
7. No alcohol or smoking in the Exhibit Area. A smoking area will be designated.
8. Parking and unloading procedures will be provided prior to the event. No loading or unloading is allowed on Gessner Rd. at any time.

Outreach Committee  
John Knox Presbyterian Church

For further information or if you have questions, please see our website – [www.johnknoxhouston.org](http://www.johnknoxhouston.org) or call the church office at (713) 462-5448.