



Christmas Gift Market

2011 Vendor Application
Saturday, November 19 & Sunday, November 20, 2011
10 AM to 5 PM Daily

Name: _____ Business Name: _____

Mailing Address: _____ City/State/Zip: _____

Phone # () _____ Cell Phone # () _____

E-mail Address: _____

Texas Sales Tax ID# _____

In order to maintain the quality of items sold at Hillsboro's Christmas Gift Market, **this is a juried show**. Anything not meeting the quality standards set by Christmas Gift Market (such as flea market items) will not be allowed. Please attach photos or email to shop@outletsathillsboro.com and list examples of the items you will be selling:

Number of people traveling with you: _____

Please list the names of people who will be helping you in your booth: _____

In the event of an emergency, who would you like us to contact that will not be at the show?

Name: _____ Relationship: _____ Phone: _____

Expected arrival date: _____

Approximate time of arrival: Morning Afternoon Evening (check one)

6' tables are available to rent for \$15 each for the duration of the show. Payment is due along with FULL booth payment. First come, first served basis.

If you need tables, how many do you need? _____ X \$15 per table = \$ _____
(Please include table rental with your payment.)

Do you need RV parking? Yes _____ No _____ (check one)

In our effort to improve our advertising and find out what reaches the most people, please tell us how you heard about the Christmas Gift Market: _____

Have you attended a previous Outlets at Hillsboro show? Yes _____ No _____ (check one)

If you had a booth, please note it here if you are requesting the same or similar location (we will accommodate if possible but it is not guaranteed): _____

Booth Space

Check one category:

Note: Vendors will be grouped in **air-conditioned suites** according to Category.

Crafts Antiques Food Vendor Other

Booth Sizes:

10' x 10' (\$100) Qty: _____ Total _____

10' x 20' (\$125) Qty: _____ Total _____

Total Cost of Booths: \$ _____

Note: This is a limited time offer. First come, first served.

- Booth fee includes electricity (where available on a first come basis).
- Outdoor booth space available with special permission upon request.
- There will also be ice skating and other holiday activities including Santa's arrival.

Please indicate the percentage of merchandise you will have in your booth. (**Example:** 80% Floral, 20% Food)

Fine Art Ladies Accessories Home Décor Toys Linens Stationery Collegiate Merchandise
 Jewelry Men's Gifts Antiques Children's Access Dolls/Doll Clothing Candles/Potpourri Pewter
 Folk Art Children's Clothing Floral Music Garden Other Children's Décor Gourmet Food**
 Pet Gifts Books Ladies' Clothing Holiday Décor

**Will you be giving out any food samples? Yes No; You will be required to obtain a food permit, which is required by the Health Department. If you are selling as a food vendor, you will also be required to meet OAH minimum insurance requirements.

Outlets at Hillsboro's ("Outlets") expenses associated with the property, building, improvements in facilities, utilities, taxes, etc. go on regardless of the weather so the show also will go on, rain-or-shine. No refunds once payment has been made. By signing below and submitting your application, Applicant agrees to release Outlets, Craig Realty Group-Hillsboro, LLC, and its constituent members and partners, Eureka Realty Partners, Inc., Steven L. Craig, and their affiliates, subsidiaries, officers, directors, partners, employees, contractors, shareholders, members, servants, associates, principals, invitees, customers and agents from and against any and all claims (including for personal injuries and/or death), debts, judgments, losses, causes of action, controversies, suits, costs and damages of any kind or nature whatsoever, whether in law or in equity, or both (including reasonable attorney's fees), arising from or in any way related, wholly or in part, to the acts, omissions or use of the Outlets or any part, facility or equipment thereof, by this Applicant or his affiliates, officers, directors, partners, employees, contractors, shareholders, members, servants, associates, principals, invitees, customers or agents. Upon written notice from Outlets, a tenant of Outlets, or any of the indemnified parties of the assertion of such a claim, action, demand, obligation or liability, Applicant shall assume full responsibility for the defense thereof. The indemnities and assumptions of liabilities and obligations herein provided for shall continue in full force and effect notwithstanding the termination of the Application, whether by expiration of time, by operation of law, or otherwise. Outlets and its owners will not pay any financial compensation to Applicant for loss of sales deemed lost due to weather or any other factor whatsoever in or out of Outlets' control. Participant acknowledges it fully understands the breadth and scope of this Liability Waiver.

TOTAL RENTAL FEE IS REQUIRED to reserve a booth. This time period will allow us to send a receipt back to you prior to the show, and eliminates the paper work otherwise needed upon your arrival here. In the event you have to cancel after having made a payment, your payment is non-refundable.

Name (please print) _____

Signed Date _____ Amount enclosed \$ _____

Note: If you reserved Tables, 100% of that amount is due now.

Please make check or money order payable to **Outlets at Hillsboro*** and mail to:

Rebecca Galuppo
Outlets at Hillsboro
104 Interstate Hwy. 35 NE, Hillsboro, TX 76645

***By registering for a booth does not guarantee a space. All vendors applications are subject to approval by Outlets at Hillsboro's Marketing and Special Events Manager. Money is due before space is confirmed. Cash or check only.**

Vendor agrees to set up and maintain booth for entire show time. No early take down permitted _____ (initial here to accept these terms).

Electricity

20-amp circuits with ground fault interrupters are available at selected interior vendor sites. Very limited electrical is available for outdoor food vendors so generators (subject to Outlets' prior approval and placement) are recommended.

Food Vendors

Most vendors are required to have insurance. Contact Outlets at Hillsboro for required amounts. For information about obtaining insurance, contact the Antiques & Collectibles Association. It is "the largest dealer association in the United States with thousands of members in all 50 states." (ACDA) By joining the association, members can obtain dealer insurance that will cover your property at any location, as well as while in transit. You can contact them on the internet at the following address: info@antiqueandcollectible.com or by calling: 800-287- 7127 or 704-895-9088. If you prefer to write, their address is:

Antique and Collectible Association
P.O. Box 4389
Davidson, North Carolina 28036

Merchandise Quality

The primary focus of the Christmas Gift Market is good quality items. This is a juried show, so please send pictures of items you plan to sell, preferably by e-mail to: Shop@OutletsAtHillsboro.com or mail to our postal address on page 4. Flea market items, food supplements, sunglasses, tee shirts, garage sale items, etc. will not be accepted. Display of such items only brings down the price of quality items displayed next to it. It is our intent to have a high quality show that is family oriented. Objectionable material in the form of posters, paintings, signs, pictures, sculptures, etc. will not be allowed. Anything found by Outlets' management to be offensive, objectionable, or not meeting either the show's merchandise criteria or Applicant's approved list of items to be sold must be removed from display immediately upon oral notice from Outlets' management representative.

Sales Tax ID. All vendors must provide a Texas sales tax number.

All vendors are required to have a Texas sales tax ID. **Violators have been fined and required to shut down by state officials at other shows.** To obtain an application visit the link provided below or contact:

Susan Combs
Texas Comptroller of Public Accounts
Austin, TX 78774-0100
In State: 512-463-3731
Out of State: 800-654-3463

If you have access to the internet, online forms are available at
http://www.window.state.tx.us/taxinfo/sales/new_business.html.

Vendors are responsible for collecting, reporting, and paying all applicable taxes. When you report and pay the taxes collected in Hillsboro, be sure to report that the taxes were collected in Hill County, Texas. If you have applied for your permit but have not received it by show time, you can call one of the numbers listed above and they will provide your tax ID number over the phone.

Set Up/Take Down

Vendors must be set up by 9am Saturday, November 19th and remain in business until Sunday, November 20th at 5pm. No early take downs permitted. Take down after the show will not start until after 5pm and can continue until 11PM. All items must be removed from your booth by 11:00 p.m. on the Sunday after the show. All vendors must remain for entire show and forgo any breakdown prior to show ending or will not be invited back for future shows.

Table Covers

For those displaying your items in the space, we require that you cover your tables with some type of **fabric** table cloth to help give a neater and more professional appearance. This also allows you to store empty containers out of sight. Empty containers that can't be stored out of sight should be removed from your booth. This does not have to be an expensive material, but simply something to hide any clutter you may have stored underneath the tables.

Security

Outlets at Hillsboro offers on property 24/7 security. Security is for general shopping center and in no way guarantees or should replace normal vendor security of products. All doors are locked and unlocked by Outlets security officers only.

Misc

- Door open for vendors on show dates 1hr prior to show time.
- All promotional vendor signage either on site or publicly placed otherwise must be approved by Outlets Marketing and Special Events manager prior to posting. Outlets reserves the right to restrict any and all materials not up to outlets standards.
- Arrangement is made based on number of vendors booked and spaces used. We will use several different retail suites that can result in irregular layouts at times. We will do the very best to guarantee your space but at times square footage may be substituted. Please be sure to comment and detail your set up needs so we can best accommodate if possible.
- All vendors must park in the center lot and not in front store parking locations to ensure shoppers the best parking options available. Vendors caught parking in premium front spaces will be asked to move or subject to towing.

Thank You!



Rebecca Galuppo
Marketing and Special Events Manager

Outlets at Hillsboro
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