



## Vendor Application

July 9, 2021

Dear Vendor,

We are excited to return to the Arkansas Convention Center for the 2021 Mistletoe Market and look forward to your consideration of joining us. **The Mistletoe Market has been scheduled for December 3-5, 2021.** Vendors will be required to work all hours the market is open.

<u>Date</u>	<u>Event</u>	<u>Time</u>
Friday, December 3, 2021	Mistletoe & Mimosas	9:00 am – 12:00 noon
	General Shopping	12:00 noon – 5:00 pm
	Market Closed	5:00 pm – 7:00 pm
	Jingle and Mingle	7:00 pm – 11:00 pm
Saturday, December 4, 2021	General Shopping	9:00 am – 6:00 pm
	Market Closed	6:00 pm – 7:00 pm
	Ladies' Night Out	7:00 pm – 10:00 pm
Sunday, December 5, 2021	General Shopping	12:00 noon – 4:00 pm

The overcrowding issues from 2019 have been addressed with the AR Convention Center. Booth sizes will remain the same, but we have reconfigured the layout to better accommodate traffic flow. A map has been included to familiarize you with the new layout. **Although pole and draping will still be used to separate the booths, no draping will be provided at the back of the booth; however, a horizontal support pole will still be required. To comply with fire code and for the safety of everyone in attendance at the Market, Vendors whose booth(s) will be in front of an EXIT door, WILL NOT be allowed to erect fixtures that will block the EXIT door. This will be strictly enforced.**

Applications will be reviewed by the Mistletoe Market vendor committee, and vendors will be selected based on the following criteria:

- 1) Type, uniqueness, and quality of merchandise
- 2) Variety of vendors in the marketplace
- 3) Booth availability
- 4) Payment by deadline

Please complete and return your Application to indicate your interest in the 2021 Mistletoe Market. We will begin reviewing Applications on July 26<sup>th</sup>. Those applications received by July 26<sup>th</sup> will be notified of their status no later than August 6<sup>th</sup>. Applications received after August 6<sup>th</sup> will be notified in a timely manner. **A NON-REFUNDABLE fee of FIFTEEN DOLLARS (\$15.00) MUST be included with each Application. If you are selected to participate, we will then forward a Contract to you.** Please respond quickly, as booth size and locations are assigned according to the order we receive a **PAID IN FULL** Contract. We have a block of rooms at a discounted group rate at the Holiday Inn for out of town vendors. Once the Contract is signed, we will forward you the booking link. **Exhibitor deposit of one-half of your total booth rental amount is due by August 20, 2021 with final booth payment due in November.**

In the event that we feel the safety and health of our members, vendors, and patrons could be at risk due to a pandemic, similar or due to coronavirus, we reserve the right to cancel Mistletoe Market with minimal notice (minimum one-week notification). We will be happy to refund your booth rental amount. If you decide not to attend Mistletoe Market for other reasons, we will not refund any portion of your booth rental.

If you have any questions, please contact the Junior League office at (870) 772-9948, email us at [jltxarkana@valornet.com](mailto:jltxarkana@valornet.com) or visit our web site at [www.jltxarkana.org](http://www.jltxarkana.org).

We appreciate your interest and support of the 2021 Mistletoe Market. We look forward to hearing from you soon!

Your Vendor Co-Chairs,  
Whitney Elijah and Samantha Stokes



## Booth Options: Approximate Size, Booth Type, Rental Rate

*Please check your requested booth size.*

Size	Type	Rental Rate
One (1) 8 foot table	_____ Table	\$300.00
8'D x 10'W (80 sq. ft.)	_____ In-Line _____ Corner _____ Premier _____ Premier Corner	\$500.00 (\$75 off for booth w/ an Exit door) \$550.00 \$600.00 (\$75 off for booth w/ an Exit door) \$650.00
8'D x 20'W (160 sq. ft.)	_____ In-Line _____ Corner _____ Premier _____ Premier Corner	\$1,000.00 (\$75 off for each booth w/ an Exit door) \$1,100.00 \$1,200.00 (\$75 off for each booth w/ an Exit door) \$1,300.00
8'D x 30'W (240 sq. ft.)	_____ In-Line _____ Corner _____ Premier _____ Premier Corner	\$1,500.00 (\$75 off for each booth w/ an Exit door) \$1,650.00 \$1,800.00 (\$75 off for each booth w/ an Exit door) \$1,950.00
8'D x 40'W (320 sq. ft.)	_____ In-Line _____ Corner _____ Premier _____ Premier Corner	\$2,000.00 (\$75 off for each booth w/ an Exit door) \$2,200.00 \$2,400.00 (\$75 off for each booth w/ an Exit door) \$2,600.00

**Premier booths are located in the Gallery area of the Arkansas Convention Center. This area is the entrance to the Ballroom area, which all shoppers and Children's Events attendees will walk through. See map for more details.**

Please mail, fax or e-mail application, **\$15 non-refundable application fee**, and any additional information to:

JUNIOR LEAGUE OF TEXARKANA  
 ATTN: VENDOR COMMITTEE  
 4425 Jefferson Avenue, #115  
 Texarkana, AR 71854  
 Phone: (870) 772-9948  
 Fax: (870) 779-1176  
 Email: [jltexarkana@valornet.com](mailto:jltexarkana@valornet.com)  
 Website: [www.jltexarkana.org](http://www.jltexarkana.org)