



## JUNIOR LEAGUE OF ABILENE

*Women building better communities*

February 24, 2007

### A History of Serving our Community

1950s

Children's Theatre  
West Texas  
Rehabilitation Center

1960s

Central Volunteer Bureau  
The Philharmonic  
Student Concerts

1970s

Call for Help  
Daniel-Ward House/  
JLA Headquarters  
Science Fair

1980s

Hospice  
Hendrick League House  
Children's Museum

1990s

Teen Court  
Child Advocacy Center  
National Center for Children's  
Illustrated Literature

2000s

Centennial Park  
Community Partners  
Elks Art Center

Dear Merchant,

Thank you for your interest in the Junior League of Abilene's Christmas Carousel 2007 fundraising event. This year's steering committee is planning another successful Christmas Carousel holiday extravaganza, and we look forward to you being a part of this exciting event.

As per tradition, Christmas Carousel will be held the first weekend in November, beginning Thursday, November 1st and ending Sunday, November 4th 2007 and will again be held at the Abilene Civic Center. A Christmas Carousel 2007 schedule is enclosed. The times are tentatively set as outlined. Market Hall shopping hours are definite, however special event times may be subject to change.

Please be prepared to have your booth(s) open and ready for business on Thursday, November 1st by 6:00 pm. for our Preview Shopping Party and for all Market Hall shopping as indicated on the schedule.

Booth rental rates will remain the same for 2007. In the Exhibit Hall and Foyer, rates will be \$475 for a single 10' x 10' booth (100 square feet) and \$525 for a single corner booth. Rental for a double 10' x 20' (200 square feet) is \$950 and for a double booth with one (1) corner is \$1000. Requests to share a 10' x 10' booth must be made in writing and received along with the appropriate deposit and sharing fee of \$50, before the contract deadline. Such requests are subject to the approval of the Christmas Carousel Steering Committee. As part of the booth rental, the Junior League will provide the following with each 10' x 10' booth space: one 8-foot table, one sign with the merchant's name, two chairs, two floodlights, and access to electrical outlets. Additional items are \$4 per table and \$1.50 per chair. Garland and lights will be provided around each frame, and merchants are encouraged to decorate their booths. Extension cords and "S hooks" are not provided.

Booth assignments will be based on several factors, including, the date contract is received, the date the deposit is received, and previous participation in Christmas Carousel. Since all booths are easily accessible, we are confident you will be pleased with your assigned location. Please be assured that with your booth rental, the Junior League of Abilene will

provide security personnel during the hours that Christmas Carousel Market Hall is open to the public and during all events throughout the weekend. During non-operating hours, the Civic Center will be locked securely.

Enclosed are an application and a contract between the Junior League of Abilene, Inc. and you the Merchant. Please review and complete these forms: providing the correct information in the appropriate spaces. After you have completed the application form and signed and dated the agreement return it to the Junior League of Abilene at 774 Butternut, Abilene, Texas 79602, along with a deposit of one - half (1/2) of the rental fee. Please also enclose two business cards and a brief description of the type of merchandise you will be selling. A fully-executed copy of the contract will be returned to you upon acceptance.

**Please return your contract and fee no later than April 16th, 2007.**

We look forward to working with you this year, and we know this year's "Christmas Rocks" 2007 Christmas Carousel will be a most successful fundraising event. The Junior League of Abilene is committed to enhancing the lives of children in our community through various projects that are funded by money raised during Christmas Carousel, and it is with your participation and support that we will be able to fulfill this commitment.

Sincerely,



Glenna Cordray  
Merchants Co-Chair  
(325) 698-4881



Sara Field  
Merchants Co-Chair  
[field6698@nts-online.net](mailto:field6698@nts-online.net)  
(325) 437-1992

Enclosures

## MERCHANT APPLICATION

Business Name: \_\_\_\_\_

Name and town you want to appear on booth sign: (Please print)

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Description of Merchandise: (Please be as specific as possible.)

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Price range of your product: \_\_\_\_\_

All new merchants **MUST** submit photographs of their merchandise and two business cards. The photographs **WILL NOT** be returned. Please label all photos.

Size of booth requested. Please check:

- Single Booth – 10' X 10' \$475.00
- Single Corner Booth – 10' X 10' \$525.00
- Double Booth – 10' X 20' \$950.00
- Double Booth with one corner – 10' X 20' \$1000.00

List previous participation in Junior League events in other cities:

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Please return your application to:

JLA Christmas Carousel  
Merchant Chairperson  
774 Butternut Street  
Abilene, TX 79602



## AGREEMENT

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledge, the Parties understand and agree as follows:

1. Merchant agrees to rent a \_\_\_\_\_ x \_\_\_\_\_ display space in the \_\_\_\_\_ (Foyer or Exhibit Hall) of the Abilene Civic Center at this event for a rental fee of \$ \_\_\_\_\_ to be paid as follows:
  - a. One half( ½ ) of the total fee shall be paid to the League on or before **April 16, 2007**.
  - b. The remaining one half ( ½ ) the rental fee shall be paid to the League on or before **August 1, 2007**.
2. There shall be an additional \$50 sharing fee if Merchant is permitted by the League to share a display space with another Merchant. The sharing fee must be paid with the initial one half ( ½ ) rental fee payment.

### DISPLAY SPACE REQUIREMENTS

3. The League shall have the sole and absolute right and discretion to accept this Agreement and to assign any display space subject to this Agreement.
4. Merchant agrees to setup and complete the arrangement of its merchandise for display between the hours of 9:00am and 6:00pm on Thursday, November 1, 2007, such that Merchant's display will be ready in all respects for continuous viewing beginning at 6:00pm on Thursday, November 1, 2007, through 5:00pm on Sunday, November 4, 2007.
5. Merchant agrees that it will not remove its merchandise or dismantle its display prior to 5:00pm on Sunday, November 4, 2007.
6. Merchant agrees to remove its merchandise, dismantle its display and otherwise be out of its display space by 8:00pm on Sunday, November 4, 2007.
7. Merchant agrees that it will remain completely within its rented display space and will staff such display space at all times during the event.
8. Merchant acknowledges, understands and agrees that the display space requirements set out above are a material part of this Agreement and that Merchant shall be responsible to the League for any expense or damage incurred by the League by reason of Merchant's failure to comply with said requirements.

