

# St. Ignatius and Christ the Good Shepherd **2023** Live Nativity & Christmas Market

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7810 Cypresswood  
Spring, Texas 77379  
Saturday, December 16 – 3:00 to 9:00 pm

Thank you for your interest in our inaugural Christmas Market! St. Ignatius hosts a Live Nativity each December featuring parish youth and their families. The Live Nativity depicts the Christmas Story from Annunciation to Epiphany using bible characters, scripture, and live animals. This year, we have decided to make it a bigger and better event by partnering with Christ the Good Shepherd and adding a Holiday Market and refreshments to spread more holiday cheer! Additionally, we will be having family-friendly activities beginning at 3:00 pm in addition to the market.

This document includes the **Rules and Regulations** that must be adhered to for all vendors. Completion of the Registration Form is your acknowledgement that you have read these rules and agree to abide by them. If you have any questions, please email [christmasmarket@silcc.org](mailto:christmasmarket@silcc.org). Thank you and we look forward to working with you.

## **Christmas Market Information/Rules and Regulations**

All approved professional artists, craft vendors and merchants are invited to participate. Each and every item sold must be approved. All items must show good taste and acceptability is at the sole discretion of the Holiday Market Staff. Any unacceptable items must be immediately removed. Any vendor refusing to remove inappropriate items will be expelled from the show with no refund of any fees.

- Review committee must approve all items. Review committee reserves the right to limit the number of “like item” booths.
- All exceptional items will be considered; i.e. antiques, collectibles, dolls, paintings, crafts, photography, clothing, select foods, etc.
- Direct sales vendors are also eligible; however, you must have product to sell. Only one of each direct sales company will be allowed.
- For the avoidance of doubt, you are not permitted to add a product that has not been approved at the market without prior approval by Marnie Duerr or Kelly Rosser. For example, if you submitted an application as a jewelry vendor, you are not permitted to add yard art to your booth without seeking approval.

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### Application Process

#### *Deadline:*

Please **email** [christmasmarket@silcc.org](mailto:christmasmarket@silcc.org) to request an application. Once your application has been approved, we will provide you with a payment link. All applications must be received by December 8th.

#### *Photographs:*

Each **NEW** applicant must submit a minimum of 3 good quality photographs that are representative of work or product to be sold. Each and every type of work or product to be sold must be represented. Note that if you participated in our Fall Festival, you are **NOT** considered a "new applicant".

If you are a vendor that participated in our Fall Festival and are adding new/different products, you must submit photos of the new products. If our market representative viewed your products at another show, you do not need to submit photos unless you have a product not previously seen by our representative. The photos should be submitted with your application.

#### *Fee/Jury Process:*

Applications are juried in the order they are received. Once you have been notified that your application has been approved, you will need to remit payment within 48 hours. Should a similar vendor also apply, they would then be placed on a wait list. All payments are required to be made online using the link provided. Your spot is not secured until payment has been received.

### Booth Spaces

- **All booth spaces are outdoors and are 10x10 spaces.** DO NOT BRING A 12X12 TENT! If your tent is too large, you will be asked to take it down. As this is an outdoor event, all tents must have weights. Booths are priced at \$25/booth. For this market, we will **NOT** be assigning vendor spaces. Vendors will set up in the order they arrive in a space designated by market representatives.
- We do not rent partial booths; however, you are free to partner with someone and share it. If you are sharing a booth, the entire application process for the combined booth must be submitted together along with information on both vendors. Additionally, payment must be received on a combined basis. We do not have the ability to accept split payments.
- You will be required to keep your display entirely within the designated space. If your display is impeding the walkways, you will be asked by a member of the Holiday Market

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Staff to move it. Refusal to do so, could result in being expelled from the show with no refund.

- We do not provide booth walls, dividers, pegboards, hardware, or extension cords. We will **NOT** have any tables or chairs available to rent for the market.
- Exhibitors provide all display equipment and are responsible for setting up and tearing down their own display. We do **NOT** have volunteers available to assist.
- Tents may be rented for a \$5 fee. **However, please note these are 8x8 tents.** We have a limited number of tents available. Tents need to be ordered at the time of registration. No extras will be available the day of the market show. **IF YOU RENT A TENT, YOU WILL BE RESPONSIBLE FOR SETTING IT UP AND TAKING IT DOWN.** Market representatives will provide you with the tent upon check in.
- **Electricity** will be provided but we do **NOT** provide extension cords or power strips. Electricity is for **lighting** only. No heaters, air conditioners, TV's etc. will be allowed. Please bring your own extension cords (50 ft. would be safe). Only two strands of lights and one fan will be allowed for electricity usage. Please help us prevent overloading the circuits by not plugging in too many extension cords!

### Move-In and Move-Out from Exhibit Spaces/Parking

- Set-up will be available beginning at 1:00 pm on Saturday. You will be able to drive in and unload at your booth space. You will then need to move your car from the market area **BEFORE** setting up your space. All vehicles must be removed from the vendor area by 2:30. All vendors must be set up by 3:00pm.
- Dismantling of booth spaces may not begin until the earlier of 9:00pm or one hour after the end of the Live Nativity. The Live Nativity is scheduled for 6:30-8:00pm, but typically runs longer as everyone in line is able to go through. **ALL VENDORS MUST BE COMPLETELY TORN DOWN BY 10:00PM.** For the safety and consideration of all attendees, vendors and market staff, vehicles are not allowed in the market area until all attendees have exited the exhibit area. Vehicles will only be permitted in the area for active loading/unloading. Please ensure your booth is completely packed before bringing your vehicle into the market area for loading.

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### Schedule:

Setup begins	1:00 pm
Setup complete	3:00 pm
Mass	5:15 pm (info only)
Live Nativity begins	6:30 pm
Market ends	9:00 pm
Tear-down complete	10:00 pm

### Refunds:

The Holiday Market is a rain or shine event. There are no refunds.

Thank you and we look forward to working with you. If you have any questions, please don't hesitate to reach out to either of us at [christmasmarket@silcc.org](mailto:christmasmarket@silcc.org) or at the numbers below. We appreciate your flexibility in working with us on this new market!

Kelly Rosser  
832.746.4731

Marnie Duerr  
832.453.1428

**THIS EVENT IS FREE TO THE PUBLIC**