

¡Saludos! from Esperanza Peace and Justice Center



29th Annual International
PEACE MARKET • 2018 • Mercado de Paz

**Friday
 & Saturday**

**November 23 & 24
 10am - 6pm**

Sunday

**November 25
 12pm - 6pm**

**Gifts • Music • Food •
 Friends**



Art by Carlos Merida

Esperanza's Peace Market • *Mercado de Paz* brings people together in the tradition of open-air markets found around the world.

The Mercado fills two floors of the Esperanza Center at 922 San Pedro in San Antonio, TX and spills out onto Evergreen St. which is filled with tents. Shoppers have direct access to local and global vendors and artists who sell unique and handcrafted goods with themes of peace, social justice, cultural diversity and ecological concerns.

The Peace Market offers an authentic alternative to the hectic holiday shopping of malls and big box stores. We understand that the trend towards corporate shopping leads to a decline of human values. Direct access to the products' creators allows shoppers to see who benefits from their purchases. **Live**

performances and a variety of **food and drinks** for sale add to the enjoyment **for all ages**. Come celebrate with us the 29th annual Peace Market!

Applying for Peace Market

In 2018 applications Are Due Sept. 17th!

The Peace Market depends on our vendors' honesty, generosity and spirit of fun. We rely on you to itemize each sale every Market day using the receipt books provided.

A fee based on the percentage of total sales for each day is paid out to the Esperanza at the end of each Market day. The fee is based on the size and location of the space selected as indicated in the chart below. At the end of each day, vendors walk away with their profits :

Vendor Space Rental Fees*		
Small 6 ft.	Medium 8 ft.	Large 10 ft.
Indoor = 30%	Indoor = 35%	Indoor = 40% (limited)
Outdoor = 20%	Outdoor = 25%	10x10 tents = 35% Only on Evergreen St.

Note: Size refers to storefront. Wall space and depth vary.

Vendor Checklist!

- Print legibly & complete all items** on the application, front and back! Incomplete applications will not be processed!
- All vendors must submit 6-8 good quality images** (labeled clearly) of your best 2018 merchandise.
- Return applications to: Esperanza Peace & Justice Center @ 922 San Pedro Ave., SATX, 78212** or by email to: peacemarket@esperanzacenter.org
- Call 210.228.0201 or email peacemarket@esperanzacenter.org to verify** that your application was received.
- Applications must be dated and signed** by staff upon receipt. **DEADLINE: Monday, Sept. 17th!**
- Local vendors selected must attend an orientation meeting** where details will be reviewed and an agreement signed.

Vendor Donation for Peace Market Raffle

***In a spirit of cooperation, vendors are asked to donate an item that represents one of their best products for the Mercado's Hourly Raffle. Label your donation with your name or include a business card.** Prizes are put on display for all to see at the Evergreen entrance. Each sales receipt can be validated by customers for free raffle tickets at the Raffle Booth located at the patio entrance. Your donation will inspire customers to look for you and buy your products!



2018 Peace Market VENDOR GUIDELINES!

Esperanza Peace and Justice Center's 29th Annual Mercado Internacional de Paz • International Peace Market takes place Friday, Saturday and Sunday, November 23, 24 & 25, 2018. It is an open-air Mercado featuring unique and handmade goods. Themes of peace, social justice, cultural diversity and ecological concerns are central to the products sold. Vendors work in community observing the following guidelines:

Mandatory Vendor Meeting: Vendors are required to attend a Peace Market orientation meeting where agreement forms will be signed and details finalized.

Vendor Fees: Vendor Agreement Forms are signed at the orientation meeting setting the fees for your space at 20-40% of daily sales based on the size & location of the space used. [See the fees chart on back page.]

Market Day Duration: Peace Market is a 3-day commitment: Fri. and Sat., 10am-6pm and Sun. from 12pm- 6pm. **Vendors agree to be present all 3 days!**

Space Use: Vendors must provide their own tables, supplies and accessories. **Esperanza will only provide two folding chairs per space.** Vendors may NOT nail, drill or tack into concrete walls, but may use pushpins on sheetrock. Vendors must stay in their designated space.

Vendor Set-up: **Indoor vendors** set up on **Tuesday and Wednesday before** the Mercado from **12-7pm**. Items left at your space should be labeled and secured. **Outdoor vendors** set up and breakdown daily. They may **unload** in the morning at the **Planned Parenthood parking lot** next to the Esperanza on San Pedro. Volunteers will watch your items as you park your car at a San Antonio College campus lot.

Vendor Parking: **Vendors should park** in the SAC lots or garage that are **further away** from the Mercado. Golf carts will help transport folks from parking areas. Elders and otherly-abled customers have priority to near-by lots.

Vendor Check-in: The Esperanza Peace Market office is open by 7am on Friday and Saturday and **by 9am on Sunday**. Vendors can check-in and pick-up receipt books and packets starting at 9am Friday and Saturday and **on Sunday by 10am**. Spaces are not guaranteed for late arrivals. Sales continue until 6pm daily. No exceptions!

Receipt Books: Receipt books with triple copies are issued each Market day in the Esperanza office. Receipts must be written for EVERY transaction. The **original WHITE** receipt **stays in the book** after each sale for check out at the end of each day. **Vendors keep the YELLOW** receipt for their own use, removing it after each sale. **Customers keep the PINK copy that can be validated for a raffle ticket. Write Cash, Credit, Check, Square, or VOID** on each receipt. New receipt books are available in the Esperanza office.

Check-out Time: **Check-out at the Esperanza office begins at 6:30pm** daily after sales

are completed. The checkout order will be announced by 6pm. Vendors must have a total of all receipts for day before being processed. Fees are paid to Esperanza based on the % agreed on. Vendors are paid when the check-out is complete.

Cash box and Change: Vendors must **bring your own cash for change. Esperanza can not provide change.** Our credit card facilities may be used for customers if a vendor does not have their own service. This saves the vendor sales that otherwise might be lost! A service fee of 2.75% per sale will be paid by the vendor at check-out.

Overnight Breakdown and Storage: Indoor vendors and patio vendors may leave displays covered at night between days at their own risk. Street vendors break down their set-up on Friday and Saturday night but may store items inside or in the patio if space is available.

Electricity: Vendors must bring their own lighting attachments if needed. **A \$10 fee for electricity is charged, payable at the end of the first day.** Indicate on your application if electricity is needed as part of your set-up.

Peace Market Raffle: Vendors are asked to donate an example of their best products for the Mercado raffle. We suggest a minimum value of \$20. Prizes will be exhibited at the Evergreen entrance with the vendor's name and location of your space so customers can find you! Have a happy Peace Market!

YOUR HELP IS NEEDED!

We invite vendors and the community to help us get ready for the Mercado by handing out invitations & flyers; inviting friends & family to volunteer at the Mercado; and by donating food and drinks. These donations keep the mercado free to the public each year and help support the Esperanza. Eat a variety of good food, enjoy live performances, buy unique and handmade gifts direct from the artists! All this and you may even win a prize at the 2018 Peace Market!

Esperanza, 922 San Pedro, San Antonio TX.
www.esperanzacenter.org | 210.228.0201

The Esperanza Peace and Justice Center retains the right to change any of the preceding guidelines as needed. Following these guidelines will insure a positive experience at the Peace Market.