



Dear Prospective Vendor,

The University Park Preschool Association (UPPA) cordially invites you to submit an application for our 10th annual Spring Market to be held on Wednesday, March 31, 2010, at the University Park Elementary School gymnasium and playground. University Park Elementary School is the largest elementary school in the Highland Park Independent School District and also the only school in the Park Cities to offer a spring show. This is the UPPA's only fund-raiser and all entry fees are donated to University Park Elementary School.

The UPPA Spring Market has a selection process in order to ensure a variety of merchandise to maximize our vendors' sales potential. Vendors are selected based on quality and uniqueness of merchandise, as well as pricing. Past participation is considered, but does not guarantee acceptance in this year's show. In order to help our Selection Committee evaluate your participation, **please submit your completed application, photos of your merchandise and booth display, merchandise pricing and a \$50 deposit check made payable to UPPA by January 22, 2010.** Merchandise samples, although not required, are helpful to our selection process. All samples and photos should be properly labeled with the name of your company. Samples you would like returned must be accompanied with return postage or they may be picked up during set up on March 30.

Single booth (8' x 6'), booth and a half (12' x 6') and double booth sizes (16' x 6') will be available this year, along with limited 10' x 10' booths. We anticipate the larger booth sizes, corner booths (booths with two sides) and premier corner booths will go fast due to a limited supply. For additional fees, electricity and tables will be supplied to the booths. We also hope all vendors will donate an item to the first-ever Spring Market Silent Auction. We encourage interested vendors to return their completed application with all required materials as soon as possible, as the date of receipt may be a decision factor.

If you are selected to be a vendor in the 2010 Spring Market, a contract will be sent to you no later than February 19 and your deposit will be non-refundable. The signed contract and total balance will be due back by March 3. Deposits will be returned to those vendors not selected during the process.

Please feel free to e-mail your questions to Dana Manley at [dbmrnm@mac.com](mailto:dbmrnm@mac.com). We look forward to hearing from you and thank you for your interest in the UPPA Spring Market!

Sincerely,

Dana Manley  
Vendor Chair

Tami Skorpil  
Vendor Chair Elect