



FARMERS BRANCH
Special Events

MARKET PLACE VENDOR RULES & REGULATIONS

Application Process:

1. Read Vendor Rules and Regulations and all correspondence related to the event.
2. Complete and submit 2023 application online (farmersbranchmarket.com).
3. Vendor applications will be open in July or August for Christmas Markets. All applications received will be reviewed and juried with the following criteria: product uniqueness and necessity, commitment dates, market experience, active on social media. Vendors will be notified if they are approved.
4. The market place accepts applications year-round but the vendor may be placed on a wait list in order of submission. When space becomes available in their product category, vendor will be contacted. If approved vendor will be emailed their Vendor Agreement.
5. Once approved, the vendor will receive an approval email with Vendor Agreement (including approved dates and products) and a link to their invoice for the dates they committed. ____

Applications:

- Applications are accepted throughout when applications open.
- Application submission is not guaranteed acceptance.
- There is no product or category exclusivity but limited space is available per product category.
- Please note the following files will be needed when applying:
 - Digital pictures of products (.jpg or .png)
 - Copy of Texas Sales and Use Tax Permit (.jpg or .png)
 - Environmental Health - Temp Food Permit Application and Food Handlers Certificate (Edible Products Only)
 - Picture of booth set up.

Fees:

- Arts & Crafts Vendors & Specialty Food Vendors:
\$75 per single booth for each for Holiday Market.
- Double booth space available at double the cost of single booth – limited quantity available.
- Forms of payment accepted include: Check or Money Order (payable to City of Farmers Branch) or Credit Card (Discover, MasterCard, Visa)
- To guarantee booth space, vendor must submit payment 30 days prior to the event
- Vendor will be charged an additional \$35 for returned payments.
- Vendors payment options:
 - Online: An invoice with participating market dates will be emailed and vendor can pay on-line.
 - Vendors will need to make sure their payment is made 30 days prior to the event.
 - NO REFUNDS FOR MISSED MARKETS

Location & Hours of Operation:

- Christmas in the Branch is December 2,5-10 pm The Historical Park 2540 Farmers Branch Lane

Products:

- Farmers Branch Market Place accepts vendors from the following categories:
 - Arts & Crafts Vendors; must be original work of the artist or craftsman.
 - Buy/Sell; provide products that are not handcrafted by the seller and do not bear corporate or brand name logos. Exceptions are approved home distribution businesses.
 - Specialty foods producers of baked goods, candies, jams, jellies, spices, , coffee, tea, must be presented as gift options for Christmas markets
- Vendors shall only sell items that have been approved to sell. If vendor wants to add an item to their list, they must get approval from the Market Coordinator at least 48 hours prior to the market day.
- Vendors shall determine the pricing of their products. No price fixing.
- Vendors must provide signage with pricing visible to the customers.
- Farmers Branch Market has the right to reject a vendor for any reason._____

Space:

- 10'x10' tent with sidewalls will be provided.
- Designation and allocation of vendor spaces are solely the responsibility and discretion of the market place coordinator.
- There is no guarantee or obligation that the vendor will receive the same space as originally assigned.

Cancellation:

- 30 day notice prior to scheduled market date is required by email to market@farmersbranchtx.gov; otherwise vendor will be charged for vendor booth space for that event.
- 50% refund will be given if 30 days written notice is given
- If 30 days written notice is not given there will be No Refunds (Extenuating circumstances will be considered by the market place coordinator).
- If the City decides to cancel the event due to unforeseen circumstances a refund will be given. This will not include day of weather-related cancelations.

Set Up & Take Down:

- Vendors may begin arriving at 3 pm but no later than 4 pm and be ready to greet their customers for the opening of the event at 5pm.
- It is imperative that vendor arrive on time. If vendor arrives after 5pm vendor will not be allowed to drive in and set up. It will be at the discretion of the market coordinator if they are allowed to set up their booth.
- Once the market has opened, no moving vehicles shall be allowed in the market place area as a safety precaution.
- Vendors may begin taking down at the end of the event and must have all items removed by 9:30 pm.
- Vendors are not permitted to leave or take down their booth before the end of the event, even if sold out. Only at the direction of the event staff will a vendor be allowed to take down early.
- Merchandise and supplies may not be dropped off prior to the market or left after the market. _____
- It is always recommended that each vendor bring a dolly just in case there are extenuating circumstances at the event site that prevent staff from allowing vendor to directly access their booth location.

Weather:

- Rain Plan:
 - The event will be open unless there is lightning/thunder, strong winds or is deemed unsafe by the Farmers Branch Emergency Management Team.
 - Music, food trucks and activities could potentially be canceled or rescheduled.
 - Depending on the condition of the event site, preassigned locations may be eliminated and vendors will set up spaces as they arrive. These spots will not be assigned spaces, it will be first-come basis and assigned as vendor arrives.
 - Parking may not be available on site depending on the saturation of the ground._____

Liability

- All vendors must sign a Vendor Agreement that includes a hold harmless agreement with the City of Farmers Branch.
- We recommend all vendors have liability insurance. _____

Tents, Tables, Lights & Chairs:

- Vendors are responsible for providing their own table, light source, tape, scissors, table cloths, chairs, display shelves and other marketing materials. All items must fit within the booth space.
- 10'x10' foot tent will be provided with sidewalls. Please note there may be times when the sidewalls are not installed but left with each tent as a precaution against inclement weather. If during the duration of an event there is approaching inclement weather, it will be up to the vendor to install the provided tent wall. ____
- **Electricity:**
- Each booth space comes with 5 amps of electricity.
- Vendors must provide their own heavy duty outdoor rated extension cord. We recommend a cord of at least 50' in length.
- Extension cords are not allowed across walkways and cords must be laid out safely within your booth space.

Trash:

- Trash cans on-site are for customers/attendees only. Vendors must provide their own trash container inside their booth.
- A dumpster is located on-site for vendors to dispose of trash during and after the market. Vendors are responsible for cleaning up in and around their booth space.
- Vendors are responsible for taking all trash to the dumpster. _____

Operation:

- No unattended merchandise, tents or supplies. Vendor must be present at all times.
- The City of Farmers Branch is not responsible for damage or theft before, during or after market hours.
- Vendors will not be allowed to sell or display items that are deemed by Market staff to be obscene, dangerous or illegal. All booths must be in good taste.
- All sales must be done within vendor booth space - no roaming vendors will be allowed.
- Vendors may accept any form of payment (this does not include virtual currency).
- Vendor is responsible for providing change for their booth.
- All vendors must behave in a professional manner at all times. Vendors may be suspended or revoked due to disorderly or disrespectful conduct, disruptive behavior, offensive language or attire.
- All vendors who are cooking cannot have a flame within 10 feet of a building or tent. Vendor shall have onsite a 2 1/2-gallon water fire extinguisher at each cooking location. _____

Parking:

- No onsite parking is available with the exception of necessity of operations.
- Designated loading and unloading zones are available in close proximity to booth spaces before and after market hours. Vehicles should not be larger than 8' wide.
- If pulling a trailer, please notify the market coordinator in advance-this may affect booth placement.
- Please observe "no parking" areas.
- All vehicles need to park in designated areas. _____

Food Safety & Permitting

- Vendors are responsible for obtaining all applicable licenses and permits. Vendors shall comply with all applicable City of Farmers Branch, State of Texas and federal ordinances and/or regulations regarding permits, sampling and safe handling of potentially hazardous foods.
- Permits Required: Vendors must provide a clear copy of any applicable permits as well as keep permits on site during events.
- Sales Tax Permit: All vendors must provide the City of Farmers Branch a copy of their Sales Tax Permit. Permits will be collected with the Vendor Application.
- Food Vendors: All vendors (including Cottage Food Vendors) selling an edible product must apply for a temp food permit through the City of Farmers Branch Environmental Health Department.