



Dear Christmas Farmers Market Applicant:

The Grapevine Convention & Visitors Bureau (CVB) invites you to apply for participation in the Grapevine Christmas Farmers Market held November 23, 24, 25, 30 and December 1, 2, 7, 8, 9, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 2018. Please follow all application instructions carefully and fill out the forms neatly. Submission of an application does not guarantee acceptance. The Grapevine Christmas Farmers Market management reserves the right to select or refuse vendors and also reserves the right to limit the number of booths of similar products. Considerations may also include prior participation, longevity, reliability and prior reprimands for not following policies. New applications are required at the beginning of each year by every vendor.

For consideration, the following items must be completed and enclosed:

- 1) Application
- 2) Notarized Hold Harmless agreement
- 3) City of Grapevine Canvassing Form (must include Sales Tax ID number)

Incomplete forms are not accepted.

Applications become the property of the CVB. Grapevine Christmas Farmers Market is an outdoor, open-air market. **There are no refunds for inclement weather.** Grapevine Farmers Market does not provide shelter from any weather conditions, e.g., sun, rain, wind, etc.

As a Grapevine Christmas Farmers Market vendor, you must register by 12:30 p.m. each day you plan to participate. No vendor is allowed to set up until they have registered with the Grapevine Farmers Market management. No pets (with the exception of service and/or guide dogs) are allowed with vendors on the Grapevine Christmas Farmers Market grounds at any time.

Jack and Racquel Morehead
Managers, Grapevine Christmas Farmers Market
(817) 527-7446
farmersmarketofgrapevine@gmail.com



Please use this area for comments or requests.

Vendor Checklist:

- _____ **Hold Harmless agreement signed and notarized**
_____ **Completed application (on file until January 1, 2019)**
_____ **City of Grapevine Canvassing Form**

(For official use only)

Business: _____
Name: _____
Placement: _____
Address: _____
Phone: _____

I have read and understand the policies and procedures for Grapevine Christmas Farmers Market. I agree to follow all rules and regulations set forth by Grapevine Christmas Farmers Market staff and understand that failure to do so can result in immediate expulsion without refund. I will have no dogs, cats, or pets of any kind, illegal substances, alcohol or weapons on my person, my table or my vehicle during the Grapevine Christmas Farmers Market.

Signature

Date

Mail or deliver applications to:
Grapevine Christmas Farmers Market
520 South Main Street #203
Grapevine, TX
76051

Grapevine Christmas Farmers Market Vendor Policies and Regulations

Please review the following:

1. The Grapevine Christmas Farmers Market is an open-air market that operates 1 p.m. to 9 p.m. in the Gazebo area located at 325 S. Main St. on dates listed in this application. November 23 – December 23.
1. Vendor Space Information:
 - a. Rate is \$40 per day or \$15 per day if you set up every day. In addition, vendors will also pay three-percent of daily gross sales. Percentage of sales is payable to market manager at the end of each day.
 - b. Vendors may reserve a space(s) on a monthly basis. Payment for the entire month is required by the 25th day of the previous month (no refunds will be given for missed days). Space preference will be given based on attendance from the previous years at the Market and availability. If you have a reserved space, you must be at vendor check-in by 12:30 p.m. or lose your space for the day.
 - c. Vendors are not allowed to sublease a reserved space to another vendor.
2. The Grapevine Christmas Farmers Market managers have the final authority on-site to interpret and enforce rules and regulations related to the Grapevine Christmas Farmers Market. Vendors that do not comply with instructions and/or the policies and regulations of the Grapevine Christmas Farmers Market will be considered in default and may be not eligible for future markets.
3. Vendor Check-in:
 - a. Vendors with reserved spaces MUST check in by 12:30 p.m. or lose their space for the day. Vendors cannot begin setting up until they have checked in with the Grapevine Christmas Farmers Market manager.
 - b. Spaces are available on a first come, first served basis (with the exception of the previously reserved spaces). Vendors are not allowed to select their space. Vendors MUST be in place by 1 p.m. NO EXCEPTIONS.
 - c. IMMEDIATELY after unloading, vehicles must be moved from the loading area to the assigned, city parking lots.
4. Parking:
 - a. Vendors must park vehicles in one of these assigned city parking lots: 1) the northeast corner of Wall Street & Jenkins Street or 2) the parking lot in the 300 block of Jenkins, east of the Farmers Market (vehicles must be parked at the far east end of the lot)
 - b. Handicapped parking is available.
5. Applications:
 - a. All vendors must have a valid Texas Sales Tax ID number along with other necessary business permits to participate in the Grapevine Farmers Market.
 - b. Tax ID number can be obtained from the State Comptrollers office. Please visit www.window.state.tx.us for an application.

- c. All vendors must sign and comply with the rules and regulations of the Grapevine Christmas Farmers Market and agree to follow the instructions of the Grapevine Christmas Farmers Market managers.
 - d. No refunds will be given for inclement weather.
 - e. Vendors may only sell items that are listed on their application. Any new items introduced need to have prior approval from the Grapevine Christmas Farmers Market manager before being brought to Grapevine Christmas Farmers Market.
 - f. The following shall not be sold at the Grapevine Christmas Farmers Market: 1) food concessions, 2) beverages of any kind, including bottled water, 3) cut flowers and 4) other items which may be restricted by Grapevine Christmas Farmers Market manager and Grapevine Convention and Visitors Bureau.
6. During Market Hours:
- a. Smoking is prohibited in the vendor and sales areas during Grapevine Christmas Farmers Market.
 - b. Vendors may not change spaces during the day.
 - c. Vendors must sell out of their booth only. No soliciting outside of booth allowed. No amplified sound allowed.
 - d. The Grapevine Christmas Farmers Market will not provide tables and chairs. Vendors are responsible for providing their own tables and chairs, which must fit entirely within their space and not encroach upon others.
 - e. All Vendors will be located under the Pavilion. Vendors must furnish a standard 6 foot long table for their area. **Banner, Table Signs, Décor, Clothe, etc. need to be in cream, white, silver, gold, and/or green colors.**
 - f. Empty boxes are to be flattened and placed in the dumpster behind the Convention Center, not in the trash containers.
 - g. Absolutely no dogs, cats or pets of any kind will be allowed with vendors on the Grapevine Christmas Farmers Market grounds at any time with the exception of service animals.
 - h. All vendors shall conduct themselves in a professional manner while at the Market. Shoes and shirts are required at ALL times. Profanity or any other inappropriate conduct is grounds for permanent eviction from the market.
 - i. Vendor sales will end at 9 p.m. Vendors must clean up their space at the end of the market. If the Grapevine Christmas Farmers Market manager has to clean up a space after a vendor leaves, a fee of \$50 will be assessed and will have to be paid prior to future participation in the Grapevine Christmas Farmers Market.
 - j. Weights and Measures: All products shall be sold at a standard weight or measure. That is, products may be sold by the pound, provided scales are certified by the Texas Department of Agriculture, otherwise, produce shall be sold by the piece, pint, quart, peck, or another generally accepted measure of quantity.
 - k. Quality Control: The Grapevine Christmas Farmers Market managers reserve the right to ask a vendor to remove any inappropriate produce and other items of an unacceptable quality from the market.
 - l. Vendor is responsible for any state or local health permits required.

Any vendor in violation of these policies may be permanently removed from the Grapevine Christmas Farmers Market and no refund will be given.



City of Grapevine Canvassing Program
Business Location Information

Business Name: _____

Address: _____

Phone Number: _____

Type of Business: _____

Owner Name: _____

Texas Sales Tax ID #: _____

All Grapevine Christmas Farmers Market vendors must have a valid Texas Sales Tax ID number. If you do not have one, please visit the State Comptrollers website at www.window.state.tx.us for an application.

Additional Comments: _____

Hold Harmless and Indemnity Agreement

Grapevine Christmas Farmers Market

November 23 – December 23, 2018

I, _____, the Undersigned, binding my heirs, executors, administrators, estate and assigns, do hereby agree to completely and wholly release, indemnify and hold harmless the Grapevine Convention & Visitors Bureau, City of Grapevine, its officers, agents, independent contractors, and employees for any and all claims, damages, harm, personal injury, including death, property damage, lawsuits and judgments, including court costs, expenses and reasonable attorney's fees, and all other expenses resulting from the activities, programs, and events occurring on the above-stated date of the stated event in Grapevine, Texas.

It is the understanding of all parties that this release, indemnity, and hold harmless agreement shall apply whether or not the claims, damages, harm, personal injury, including deaths, property damage, lawsuits, judgments, court costs, attorney's fees or any other expense arise from the negligence of whatever nature, omissions, willful or intentional acts of the vendors or vendor's officers, agents, employees, independent contractors, other representatives, invites, licensees, or guests.

If this vendor is other than an individual, vendor certifies, warrants and represents that the individual whose signature appears below is duly authorized to execute this Agreement on behalf of the firm, corporation, partnership or other entity who is the vendor.

IN WITNESS WHEREOF, this Agreement has been executed this _____ day of _____, 2018

Vendor: _____

Signature: _____

Printed Name: _____

Title: _____

STATE OF _____

COUNTY OF _____

Before me _____ on this day personally appeared _____ known to me (or proved to me on the oath of _____) or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D. _____.

(Seal) _____
Notary Public In and For The State of _____.

My Commission Expires _____.