

2018 Market Days Vendor Agreement

Gatesville Chamber Market Days is a one-day, outdoor event held RAIN or SHINE unless canceled by the Market Manager. The Market Day is held on the 2nd SATURDAY each month from 9am to 1pm. Check-in time is between 7:30am & 8am. Vendors will be given their market space number at check-in. Vendors must be setup by 9am. Market spaces are 10x10' and rent for \$20 each. Chamber Members are offered one 10'x10' space; additional space may be rented.

General Rules

1. Individuals knowledgeable of the items for sale must be working at each Participant's display. Children under the age of 14 will not be permitted to sell unless an adult knowledgeable about the item(s) for sale is present.
2. Abusive, profane, threatening or harassing language or actions toward Market staff, other participants, or market customers is prohibited.
3. Participants will dress appropriately for working with the public.
4. Fraudulent, dishonest or deceptive merchandising is prohibited. False packs and incorporating the exposure of the best products at the top of a package with inferior products packed below is prohibited.
5. Children under 12 years of age must be accompanied by a responsible adult.
6. Participants are responsible for their own actions and those of their employees and/or agents.
7. Firearms, fireworks, gambling, disorderly conduct, or the use of illegal drugs by vendor participants, their employees/agents, or market customers is prohibited.
8. Prohibited merchandise: alcoholic beverages, firearms, fireworks, illegal drugs, pornographic or objectionable items.
9. Vendor participants retain liability and assume all risks of loss and/or damage on site or in connection with transportation, display, storage, and sale of merchandise at Market Day.
10. Vendors who have participated in Market Days during the previous season may pre-pay for market space up to 3-months in advance. Growers will be given a preference. Every effort will be made to keep vendors in the same space during the market season. The Market Manager reserves the right to change assigned space if necessary.

Payment

Booth spaces must be reserved and paid for in advance and no later than 5 pm Thursday of Market Day week. Cash, check, credit card accepted at the Cotton Belt Depot Visitors Center. Checks returned for insufficient funds or any other reason will be charged a \$35 fee. Deadline for canceling and getting a booth fee credit for the next month is 12:00 noon on the Friday before the show. No booth credit will be given if canceling after the deadline. Credits are good for the following month only.

Attendance

Vendors are required to give a 24-hour notice to the Market Manager if they are unable to attend a market for which they have paid. If a vendor encounters an emergency within 24-hours of a market for which they have paid, and cannot attend the market, please contact the Market Manager.

Cancellations

If the event of any weather condition that the Market Manager deems to be unsafe, or if the Market is cancelled, vendors are prohibited from selling products at or near the market site on the cancelled market day. No refunds allowed.

Vendor Space Tents, Tables, & Chairs

Space must remain clean and barrier free at all times. Vendors are responsible for providing their own tents and tables or renting tables, tents, and chairs from the Market Manager. Tents must not exceed booth space 10' x 10' and must be secured by stakes or weights, as wind gusts can occur without warning. Tents (\$20) tables (\$5) and chairs (\$5) may be rented from the Market Manager with prior request. Equipment is to be returned at conclusion of each market day in the condition it was received.

Electricity

Any available electricity must be purchased from the Market Manager with prior request for \$10 per market space. The Market Manager reserves the right to limit the use of provided electricity, if necessary.

Dismantle/Closing:

Vendors are not permitted to dismantle their tents or tables before close of market. If a vendor experiences a personal emergency, an early departure must be approved and coordinated with the Market Manger to insure departure is done safely. Early dismantle may be coordinated in advance with the Market Manager. Vendors are responsible for the clean-up of assigned market space before they leave. Boxes must be broken down before being placed in trash bins. Items too large for trash bins must be removed from the market area by the vendor.

Insurance and Liability

The Gatesville Chamber of Commerce does not carry insurance to cover vendor participants bodily or vendor products. Participants are required to carry their own personal, general or product liability. The Gatesville Chamber of Commerce must be reimbursed for damage to Chamber properties by any vendor participant including but not limited to damage to landscape, grounds, vehicles, fencing, sidewalks, tents, and any other property owned by or associated with the Chamber of Commerce. Vendors agree to indemnify and hold harmless the Gatesville Chamber Market Days, its volunteers, and Staff from any and all liability. The Gatesville Chamber Market Days, The Gatesville Chamber of Commerce, and the City of Gatesville assume no liability for any action of vendors or their helpers, vendor merchandise, or equipment that is lost or damaged due to circumstances beyond their control.

Complaints

Vendor participants are responsible for effectively addressing complaints from their customers. However, the Market Manager will get involved if there are repeated complaints about a specific vendor participant. Repeated customer complaints regarding a specific vendor participant may result in the expulsion of that vendor participant from the Market. The Market Manager will address complaints between vendor participants.

Pets

Vendor pets within the confines of the market are prohibited unless prior written permission has been received from the Market Manager. Approved pets must be caged or leashed. No animals are allowed in a food vendor’s space. Pet owners will be responsible for cleaning up when pets relieve themselves on the chamber grounds.

Smoking

Vendor smoking within the confines of the contracted market space is prohibited.

Texas Sales Tax

Vendors who are required to have a Texas State Sales and Use Tax number should have such notice posted at their booth. Permits can be obtained from the State of Texas Comptroller of Public Accounts (Gatesville tax rate is 8.25%.) It is the responsibility of vendor participants to collect and report sales.

Sanctions for Violations of Market Rules and Regulations

Any violation of the Market Rules and Regulations as stated above or any violation of the laws of the State of Texas, Coryell County, the City of Gatesville, or the United States of America will result in the following sanction(s) being imposed by the Market Manager or designee:

1. First offense: Verbal warning from the Market Manager.
2. Second offense: Written warning from the Market Manager.
3. Third offense: Expulsion from the Market for the remainder of the season.

Market Manager

The Market Manager is authorized to assign spaces, enforce all rules and regulations, collect fees, and handle all disputes. Chamber Market Days Market Manager is:

LaJean Muegge
 2307 S. Hwy 36
 Gatesville TX 76528
market@gatesvillechamber.com
 Cell: 254-223-0584

Vendor Signature _____

Date _____