



Market Days Vendor Application

Christmas in God's Country brings tidings of good cheer as we kick off the Christmas season. Enjoy our decorated downtown area while the Songs and Sounds of Christmas fill the air.

Please read all vendor information carefully. The event will take place in the downtown area around City Hall and the Medina County Courthouse. Vendor approval is based on product suitability and compliance with the requirements below. If you have any questions or need additional information, contact our office.

Event Hours of Operation:
Saturday, December 9
10:00 am – 10:00 pm

General Information:

Your application will NOT be considered for approval unless it is complete. Applications are reviewed in the order received. **Any applications received after November 10, 2017 will incur a \$30 late fee.** We strive to provide diversity in our vendor offerings to the public. Applying for a booth space *does not guarantee admittance as a vendor*. Once your application is reviewed, you will be notified of acceptance/non-acceptance. Location assignments will be made by the event coordinator. Once assignments have been made, there will be NO changes to the assignments. Event management reserves the right to relocate any vendors if necessary.

Set up will begin at 7:00 am on Saturday morning. Booths must be open to the public no later than 9:30 am. Booths can stay open until 10:00 pm or until after the parade ends, but you have the option of closing your booth at 4:00 pm on Saturday. Vendors can choose between selling until 4 pm or 10 pm. The evening parade will begin at 7:00 pm and the parade route will travel around the courthouse, thus travelling directly around the vendor area.

Cancellation Policy:

NO refunds or rain checks for vendor cancellations or for inclement weather.

Merchandise:

Merchandise will be limited by type and location. We are especially interested in artisan items, local craftwork and unique finds. In lieu of photos, you may submit your website address or social media site for product view. We reserve the right to limit or refuse certain types of commercially made imported items. You will need to display a copy of your State Sales Tax Permit at your booth.

Decorations:

Both interior and exterior booth decorations are encouraged, but again, this is not required. All booths should plan on using heavy weights, as booths will be set up on pavement and no staking will be allowed.

Electricity/Lighting:

Power will be supplied to vendors per request and at an additional fee. No generators will be allowed except approved by the vendor coordinator. Approved generators must be of the “quiet type” with low decibel ratings. All vendors will be limited to ONE outlet for electricity. Coleman style lanterns and battery operated lights may also be used for lighting. Electricity is to be used for lighting only. No heaters, fans, etc.

Vendor Parking:

Vendors’ vehicles MUST be out of the shopping area no later than 9:00 am. Vendors will be directed to vendor parking at the time of check in.

Booth Fees:

Vendor Booths.....	\$75
Chamber Member or Non-Profit Groups.....	\$50
Electricity.....	\$10

Booths requesting electricity will incur an addition \$10.00 fee.

FOR ALL VENDORS

Sales Tax Permits – Available through the Texas Comptroller’s Office

Sales Tax Permits (Required for ALL Vendors)

Available through State of Texas Comptroller’s Office at <http://www.window.state.tx.us/taxpermit/>

Office Use Only

Booth Number

2017 MARKET DAYS VENDOR APPLICATION

Name of Vendor/Booth: _____
Contact Name: _____
Email Address: _____
Mobile Number: _____
Mailing Address: _____
Street/PO Box City State/Zip Code

Requested # of 12' x 12' Booths: _____
Requires Electricity: Yes No Chamber Member/Non-Profit: Yes No
 Day Only Vendor (10 am – 4pm) All day vendor (10 am – 10 pm)

Brief Description of Booth Items:

- Completed and Signed Application & Vendor Agreement
- Payment for booth fee
- Photos of items to be sold or website/social media link for viewing
- Copy of State Sales Tax & Use Certificate (if N/A, please explain _____)

Date Received: _____ Amount Paid: _____ Check#/Cash/CC: _____
 Food Service Permit Booth Photos Receipt# _____
 Sales Tax Permit Rejected Application? Date Informed: _____

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2017 VENDOR AGREEMENT

- ALL ITEMS ON CHECKLIST MUST BE INCLUDED FOR ACCEPTANCE OF APPLICATION. Any applications received after November 10, 2017 will incur a \$30 late fee. ONLY COMPLETED applications will be considered. Applications will be screened for appropriateness and will be processed in the order they are received. The Chamber has the right to decline participation to any vendor and also has the right to limit the number of vendors offering the same or similar products.
- Vendor will be notified by the vendor coordinator if booth is approved/declined.
- Booth space is 12 feet by 12 feet. Trailer hitch size must be included in determining number of booth spaces needed. No overflow into another vendor's space allowed.
- Booths must be set up no later than 9:00 am and must remain open until 4:00 pm for day only vendors and until 10:00 pm (or after the parade ends) for all other vendors.
- No one will be allowed to tear down booth, unless through special arrangement, until the appropriate designated time.
- All vehicles must be parked outside of the sales area no later than 9:00 am. Any vehicle found inside sales perimeter will be subject to towing.
- Vendor must provide cover for weather. Tables and chairs will not be provided nor available. No stakes can be used in the set-up of booth. Canopies must be sufficiently weighted to prevent them from blowing over.
- Vendor is responsible for all clean-up around booth. Trash receptacles will be available for this purpose.
- Electricity or any special request of Vendor should be indicated on Vendor Application. We will try to accommodate most requests given ample prior notice.
- Vendor is responsible for the pleasant and safe presentation of their wares. Any and all hazards – such as extension cords, etc. – need to be secured to insure safety for all.
- The event location has changed this year. Any placement for booth location will be at the discretion of the Chamber.
- The Chamber reserves the right to deny entry of inappropriate booth or booth items and has sole authority for approval of booths or booth items.
- Upon assignment of booth space, Vendor is considered a participant and your fee will no longer be refunded. Sorry, no rain dates or any refunds due to weather.
- Vendor must comply with State Comptroller's requirements and is responsible for collection of Hondo Sales Tax as well as any and all posting requirements.
- Vendor agrees to indemnify and hold harmless the Chamber of Commerce and the City of Hondo, its directors, members, staff and volunteers from any and all liability.
- All fees are subject to change upon discretion of the Hondo Chamber if you do not pre-register at the 2016 event.

I understand that I am responsible for the collection of all Sales Tax. I further understand that the Hondo Area Chamber of Commerce shall not be liable or responsible for any and all claims or damages of any kind; for injury to or death of any person or persons, and for damage to or loss of property arising out of or attributed, directly or indirectly, to the operation or performance of the undersigned.

Vendor Signature

Date