



Dear Grapevine Market Applicant:

The Grapevine Convention & Visitors Bureau (CVB) invites you to apply for participation in the Grapevine Market held Thursdays, Fridays and Saturdays, April 7 through October 15, 2016. Please follow all application instructions carefully and fill out the forms neatly. Due to the volume of applicants and limited space, vendors are accommodated on a first come, first served basis. Submission of an application does not guarantee acceptance. The Grapevine Market staff reserves the right to select or refuse vendors. The Grapevine Market staff 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 season by every vendor.

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

- 1) Official Vendor Application
- 2) Notarized Hold Harmless and Indemnity Agreement
- 3) City of Grapevine Canvassing Form (must include active Sales Tax ID number)
- 4) Photograph(s) of your merchandise and/or display - color photocopies are accepted

Incomplete forms will not be accepted.

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

As a Grapevine Market vendor, you must check in each day you plan to participate. No vendor is allowed to set up until they have registered with the Grapevine Market staff. Your table must be ready for business by 10 a.m. and staffed until Grapevine Market closes at 4 p.m.

No pets (with the exception of service and/or guide dogs) are allowed with vendors on the Grapevine Market grounds at any time.



**Grapevine Market
Grapevine, Texas
April 7, 2016 – October 15, 2016**

Official Vendor Application

Please PRINT or TYPE neatly.

Business Name: _____

Contact Name: _____

Mailing Address: _____

City, State, Zip: _____

Daytime Phone: _____ Alternate Phone: _____

E-mail: _____

Website (if applicable): _____ TX Sales Tax # _____

REQUIRED: List items that you are displaying or selling during Grapevine Market in the space below. Please be specific and include the price range.

Have you been a vendor at Grapevine Market before? (circle one) Y N

Only cash will be accepted on the day of the market.
No personal checks or credit cards will be accepted.

Miscellaneous Information:

Grapevine Market will take place RAIN or SHINE. The Grapevine CVB will not assume responsibility for damage or theft of your property. Vendor is responsible for submitting all applicable taxes directly to the proper agency. **No electricity or water is available. No generators will be allowed. All sale and display items must be contained within assigned area.**

Please note: Submission of an application does not guarantee acceptance. The Grapevine CVB reserves the right to approve products. We will not offer any exclusives in products.

**Grapevine Market Hours: 10 a.m. to 4 p.m.
Thursdays, Fridays & Saturdays**

- Reserved Space Vendors must be checked in by 8:30 a.m.
- Open Registration begins between 8:30 a.m. & 9 a.m. (required before set-up)
- Set-up is from 9 a.m. – 10 a.m.
- Vendor must be in place by 10 a.m.
- Tear-down begins at 4 p.m. and must be completed by 5 p.m.



**There will be NO Grapevine Market during the weeks of
Main Street Fest (May 20 - 22) and GrapeFest® (September 15 - 18).**

Please use this area for comments or requests.

Vendor Checklist:

- ___ **Hold Harmless agreement signed and notarized**
- ___ **Photos of items to be sold (hard copy photos only)**
- ___ **Completed application (on file until October 15, 2016)**
- ___ **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 Market. I agree to follow all rules and regulations set forth by Grapevine 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 or alcohol on my person, my table or my vehicle during the Grapevine Market.

Signature

Date

Mail or deliver applications to:
Grapevine Market
Grapevine Convention & Visitors Bureau
636 S. Main St.
Grapevine, TX 76051



Grapevine Market Vendor Policies and Regulations

Please initial each section indicating that you accept these statements.

_____ **1.** The Grapevine Market is a European-style, open-air market that operates 10 a.m.- 4 p.m. in Liberty Park on Thursdays, Fridays and Saturdays from April 7 - October 15. Vendors must be set up and ready for business by 10 a.m. and remain staffed until 4 p.m. All vendors are expected to break down their booths by 5 p.m.

_____ **2. Vendor Space Information:**

- a. Rate is \$10 per 8'x8' space with a maximum of two spaces per day.
- b. Vendors may reserve space 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 at the Grapevine Market in **2015**. Only **30 spaces** will be reserved. If you have a reserved space, you must be at vendor check-in by 8:30 a.m. or lose your space for the day.
- c. Vendors are not allowed to sublease a reserved space to another vendor.

_____ **3.** The Grapevine Market managers have the final authority on-site to interpret and enforce rules and regulations related to the Grapevine Market. Vendors that do not comply with instructions and/or the policies and regulations of the Grapevine Market will be considered in default and may not be eligible for future markets.

_____ **4. Vendor Check-in:**

- a. Vendors with reserved spaces **MUST** check in by 8:30 a.m. or lose their space for the day. Vendors with paid reserved spaces may set up upon arrival.
- b. Open registration vendors will begin check-in between 8:30 a.m. and 9 a.m. at the north porch of the Wallis Building. Payment by cash only is required at time of check-in. Vendors cannot begin setting up until they have checked in with the Grapevine Market Manager and paid for their space.
- c. Spaces are available on a first come, first served basis (with the exception of the previously reserved spaces). Vendors are allowed to select their space until all spaces are sold.
- d. Vendors **MUST** be in place by 10 a.m. **NO EXCEPTIONS.**

_____ **5. Unloading/Loading Vehicles:**

- a. Due to the high number of vendors that participate in the Market, we would like to ask your cooperation in the following procedures. These are in place to make the process of loading and unloading easier on everyone. These procedures apply even if we do not have a full market that day.

- b. **BEGINNING OF DAY UNLOADING:** Please do not park in any of the parking spaces directly adjacent to Liberty Park or on Main Street until you have checked-in and been assigned a space/booth. If you have pre-reserved a space and/or you are a merchant with a dedicated space, please arrive early to unload and then move your vehicle prior to set-up.
- c. **IMMEDIATELY** after unloading your vehicle, please move your vehicle to one of the assigned city parking lots **PRIOR** to setting up your booth space. Designated parking areas are at 1) the northeast corner of Wall Street and Jenkins Street or 2) the public parking lot in the 300 block of Jenkins, east of Farmers Market. Handicapped parking is available across the street from Grapevine Market at The Box, 301 E. Texas Street.
- d. **END OF DAY LOADING:** Please do not move your vehicle to a surrounding parking space until you are ready to load your **already packed** products.
- e. With these procedures, the loading and unloading will go more smoothly. If someone else represents you at the Market, please make sure they have this information.

_____ 6. Parking:

Designated parking areas are at:

- a.) The northeast corner of Wall Street and Jenkins Street or
- b.) The public parking lot in the 300 block of Jenkins, east of the Farmers Market.
- c.) Handicapped parking is located across the street from Grapevine Market at The Box, 301 E. Texas Street. **Parking is not allowed directly behind the Liberty Park Plaza and the Torian Cabin.**

_____ 7. Applications:

- a. The Grapevine Market **MUST** receive vendor applications no later than 5 p.m. on Mondays to be considered for that week's market. Once your application is approved, it is approved for the entire 2016 season.
- b. All vendors must have a valid and active Texas Sales Tax ID number along with other necessary business permits to participate in the Grapevine Market. A 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 Market and agree to follow the instructions of the Grapevine 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 Market manager before being brought to Grapevine Market.
- f. No food products may be sold unless approved by the Grapevine Market manager and with the pertinent health permits. No beverages of any kind, including bottled water, may be sold.

_____ 8. During Market Hours:

- a. Smoking of tobacco and/or electronic/vapor cigarettes is prohibited in the vendor and sales areas during Grapevine Market.
- b. Vendors may not change spaces during the day.
- c. Vendors must sell from their booth only. No soliciting outside of booth allowed. No amplified sound allowed.

- d. The Grapevine 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. Vendors are encouraged to bring market-style umbrellas for shade. No canopies or tents will be allowed.
- f. Electrical outlets in the area are NOT to be used by vendors. No electricity will be provided.
- g. Empty boxes are to be flattened and placed in the recycling bin in the parking lot of 317 Jenkins St, not in the trash containers.
- h. Absolutely no dogs, cats or pets of any kind will be allowed with vendors on the Grapevine Market grounds at any time with the exception of service animals.
- i. The Farmers Market operates concurrently with Grapevine Market on Thursdays, Fridays and Saturdays from April 7 through October 15, 2016. The Farmers Market occupies the covered Farmers Market area behind the gazebo.
- j. 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.
- k. Vendors must clean up their space at the end of the market. If the Grapevine 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 Market.

Any vendor in violation of these policies may be permanently removed from the Grapevine Market and no refunds will be issued.

**New this Year!
Vendor of the
Week**



City of Grapevine Canvassing Program Business Location Information

Business Name: _____

Address: _____

Phone Number: _____

Type of Business: _____

Owner Name: _____

Texas Sales Tax ID #: _____

All Grapevine Market vendors must have a valid and active 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 Market

April 7 – October 15, 2016

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 Heritage Foundation, 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 festival 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 _____, 2016.

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 _____.