



GARDEN RIDGE MARKET DAYS VENDOR APPLICATION

Name of Business: _____

Name of Applicant: _____

Mailing Address: _____

Email Address: _____

Website: _____

Primary Contact #: _____ Secondary Contact #: _____

Business Category: Please circle which category your business falls under.

Agricultural Producer Artisan/Craft Cottage Food Temporary Food Establishment

Non-Profit (EIN: _____) Retail/Promotion (Space limited) Other: _____

List of products to be sold: _____

Please note, all OUTDOOR vendors are required to bring their own 10x10 Canopy with grounded weights, sufficient for heavy winds, regardless of weather. Unless you are a strictly Cottage Food vendor, please return this application with a copy of your Sales Tax Permit OR business license for consideration.

By signing this application, I agree that I have read the rules and regulations of Garden Ridge Market Days and agree to comply with them. Further, I agree to sell only those items listed in the Vendor Application form unless an additional request is granted at a later date. I acknowledge full responsibility for all my actions and activities in the Market (and those assisting me) throughout the term of my attending this Market as a vendor.

I acknowledge the authority of Garden Ridge Market Days, LLC to settle any disputes regarding product legitimacy, procedural and vendor conduct violations, and to impose any penalties, including possible suspension or removal from the Market. **Copies of all necessary licenses and applicable vendor application permits must accompany this application.**

Garden Ridge Market Days will not be bound to apply a particular set of selection criteria in every instance and reserves unconditional discretion to accept or refuse any business as a vendor.

The fee schedule for the market is available here: <http://gardenridgemarketdays.com/vendors>. Payment is required to reserve your space at each market. A Paypal/Credit Card option is available on that website, or you can mail a check payable to "Garden Ridge Market Days" to: Garden Ridge Market Days, 17460 I-35 N, Ste 430 #322, Schertz TX 78154. Please make sure your application and permitting are accepted before proceeding with payment. Thank you.

Signature of Applicant: _____ Date: _____

HOLD HARMLESS AGREEMENT GARDEN RIDGE MARKET DAYS

Garden Ridge Market Days, LLC and Northeast Bible Church do not assume any liability for damages to goods or property of the lessee from fire, theft, water or storm or any liability for accidents of persons or property caused under or by virtue of the operations of lessee under this contract. I have read and understand the accompanying agreement conditions/market rules in paper form and agree to hold Garden Ridge Market Days, LLC and Northeast Bible Church harmless for loss of articles. I understand that any and all liability insurance provided by the Garden Ridge Market Days and Northeast Bible Church does not cover vendors as individuals and that if a vendor would like to be insured, or is required to be insured to sell at the market, the vendor is responsible for providing their own insurance. I also understand that it is up to individual vendors to market their own products and services. I understand that any rules and guidelines of this agreement may change at which time I will be notified. *By signing below I understand and will adhere to the guidelines and rules of Garden Ridge Market Days.*

Signature _____ Date _____

Print Name: _____

RELEASE AND HOLD HARMLESS AGREEMENT: GARDEN RIDGE MARKET DAYS:

In consideration for the use of property owned by the Northeast Bible Church (the “Church”) for the purposes of conducting commercial activities as a vendor in conjunction with Garden Ridge Market Days, I, _____ (Printed Name) agree to indemnify the Church, Garden Ridge Market Days, LLC, and all related agents and employees from and against any and all claims, losses, damages, causes of action, expenses of litigation, court costs, and attorney's fees, arising from my activities conducted as a vendor in conjunction with the Market and I agree to hold the Church and Garden Ridge Market Days, LLC harmless from all claims for any such damages.

I further acknowledge that I understand that any and all commercial liability insurance provided by Garden Ridge Market Days, LLC does not cover vendors as individuals and that if a vendor would like to be insured, or is required to be insured to sell at the market, the vendor is responsible for providing their own insurance. I also understand that it is up to individual vendors to market their own products and services.

Signature: _____ Date: _____

Print Name: _____

Garden Ridge Market Days Rules and Regulations

- **Vendor space is limited to an area of 10 ft x10 ft. (Outdoors) or 10 ft x 6 ft. (Indoors), if available.** A larger spot may be requested for additional fee. Upgraded spaces may be requested for additional fees. Please refer to <http://gardenridgemarketdays.com/vendors>.
- **SETUP:**
 - **For markets scheduled to run 9am – 2pm** – The market coordinator will arrive on site at 6:30 a.m. in order to designate vendor booth locations. Please arrive between 6:30 a.m. and 8:00 a.m. at latest for setup, based on your needs. Setup must be complete and cars removed from lot by 8:30 a.m. sharp.
 - **For markets scheduled to run 10am – 3pm** – The market coordinator will arrive on site at 7:30 a.m. in order to designate vendor booth locations. Please arrive between 7:30 a.m. and 9:00 a.m. at latest for setup, based on your needs. Setup must be complete and cars removed from lot by 9:30 a.m. sharp.
- **TEAR DOWN:**
 - Tear down of market stalls may begin at the end time promoted for the market, no earlier as to not interfere with Market. It is expected that vendors have cleared completely from parking lot by 1 hour after market end time.
- Vendors must provide their own table, chairs, signs, and refrigeration (if needed). **It is REQUIRED for outdoor vendors to bring their own 10x10 canopy and STRONG weights/sandbags to hold them down regardless of wind or weather. You will be turned away if you do not bring these items, without refund.**
- Vendors must display a sign in their stall clearly identifying the name of the vendor/business name.
- Indoor Electric Only: Electricity is limited, and only provided upon advanced vendor request, for an additional \$7.00 fee per vendor due at the same time as booth fee. Vendors must supply their own extension cords and mats or tape to cover any portion of the cord that lie in any walking area used by market customers if requesting electric. Vendors can otherwise provide their own generator in Outdoor vendor locations, only. **We need to place you accordingly, so an email prior to market is required to request electric or confirm bringing a generator.**
- Vendors are not authorized to solicit for outside businesses or another non-contracted business unless it is a non-profit organization from their space.
- Vendors must be at their booth at all times during the operating hours. Additional persons who sell items in the same space will be required to provide a signed contract and must be present at the day of the market where their items are marketed at such space. Any items not mentioned on the contract agreement must be pre-approved by the market coordinator before allowed in vendor's offerings.
- All agricultural products must be grown in Texas. ***There is no exception to this rule.***
- The following items are NOT allowed to be sold or marketed at Garden Ridge Market Days without exclusive written and signed consent directly from Garden Ridge Market Days: firearms, weapons, knives, alcohol, drugs/medicine, CBD or CBD-related products, items considered indecent, directly political, obscene or discriminatory. Any questionable items not mentioned must be disclosed fully to Market Manager for written permission before bringing said items to market.

- Farmers must sell produce that they themselves have grown, or must have signage informing customers of where their products came from. ***Farms are subject to inspection at the market coordinator's discretion.***
- Any vendor that is found to offer products or services that contradict their application and are found to be non-compliant to the market guidelines will be banned from any future participation of the market indefinitely.
- Vendors agree to work in a harmonious manner with other vendors, customers, market coordinator and staff.
- Smoking is NOT permitted on the site of the Market. **This guideline will be strictly enforced.**
- Alcohol, illicit drug consumption, or swearing, will not be allowed nor tolerated at this market.
- The Market is not responsible for any permitting/licensing/insuring/State or Federal income tax/business operations of any vendor's products or offerings that are brought to the market for sale out of the vendor's booth.
- All products sold at the market shall be of merchantable quality.
- All vendors selling by weight must use an approved commercial scale certified legal for trade by Texas Department of Agriculture ("TDA").
- Cottage Food Vendors are allowed to sell food products cooked and prepared in their kitchen, properly labeled, and meeting the special requirements established by the Texas Department of State Health Services.
- Obvious product placement outside of the assigned space is not allowed.
- Vendors are responsible for advertising their own business at their own discretion.
- Any advertising a vendor does on the market's behalf, or incorporates any market logo must be pre-approved by Garden Ridge Market Days.
- Any outside communications with the media or public done on the market's behalf must be pre-approved by Garden Ridge Market Days before submission.
- Any and all grievances or concerns about operations must be filtered through the market manager. If you have a grievance or complaint about another vendor, please fill out a grievance report through the market manager.
- Vendors are responsible for maintaining and cleaning up their own booth space. The market coordinator will charge \$25.00 to the vendor for each day the vendor's space is left with debris. This fee must be paid to the market before the vendor will be allowed to participate in any future market.
- Vendors must remove their own garbage waste from the market premises at the end of the day. Vendor will provide own trash and/or recycle bins.

Vendor Categories

Garden Ridge Market Days groups vendors into five categories. Those categories are listed below and include examples of the type of products each can sell at the market.

Agricultural Producer: Those selling fresh garden produce and other items not considered food products.

Examples: Fruits, Vegetables, Garden Produce and Flowers

Artisans: Those selling high quality, original, hand-made items.

Examples: Arts & Crafts, Herbal Tinctures, Herbs, Soaps, Body Care, Bath Products, Seeds, Plants and Pet products

Cottage Food Producers: Those “home based” vendors selling food products cooked and prepared in their kitchen and meeting the special requirements established by the Texas Department of Health.

Examples: Baked goods, breads, rolls, biscuits, muffins, cakes, pastries, cookies, nuts, jams or jellies, fruit pies, popcorn, pickles, roasted coffee or dry tea

Temporary Food Establishments: Those vendors selling manufactured or prepared food products that require time and temperature controls to limit potential pathogen growth or toxin production. These require a special permit and are subject to special requirements by the Texas Department of Health.

Examples: Fresh or dried meat products, canned fruits, vegetables, fish products, pickled products, bakery goods that require any type of refrigeration, milk and dairy products, wine, juices made from fresh fruit or vegetables, lemonade, juices, similar beverages.

Non-Profit Organizations: One free space will be allocated per month for a non-profit with preference given to local organizations. Applications are accepted on a first come, first serve basis and non-profits may participate once a year depending on availability. No political organizations.

Examples: Boy Scouts, Lions Club, Friends of the Library

Depending on space availability and vendor mix, three (6) retail and (6) promotional vendors may be considered for inclusion. Numbers are subject to change depending on market needs.

Retail: Independent consultants who sell items on behalf of a parent company.

Examples: Tupperware, Young Living Oils, Color Street Nails

Promotional: Businesses who want to advertise a product or promote a service.

Examples: Insurance company, Gym, Dentists