

WINNSBORO BOWERY BAZAAR VENDOR PACKET

111 East Carnegie Street
Thursdays, 4:30-8PM in the months of May, June, September, October

Welcome to the bazaar! It is our mission to provide a unique space for customers to enjoy a wide variety of local goods & services. We strive for a cooperative, respectful, family-friendly atmosphere. We hope that you keep these goals at heart when participating in our bazaar.

2021 RULES & REGULATIONS

Revised 01/13/2021

Vendor Registration and Fees

All vendors must submit a completed and signed application and appropriate registration fee. The full season registration fee is \$100. Vendors wishing to participate for a single bazaar may do so for a daily fee of \$10. The Winnsboro Bowery Bazaar (WBB) Management reserves the right to waive registration fees for special circumstances. No other fees will be assessed. WBB Management reserves the right to refuse participation to any applicant.

Permitted Items

Vendors must submit a list of items/services to be sold for approval by the WBB Management, as well as pictures for the management to jury at least one week PRIOR to the event. Images can be sent via our Facebook page or texted to 903-440-5392.

Only items/services that have been pre-approved by management will be permitted for sale at the bazaar.

No reselling of purchased produce is allowed.

No sale or exhibit of animals is allowed.

No one shall distribute political, religious, or solicitant materials within the bazaar grounds.

Customer complaints about the quality of a vendor's product may result in termination of selling privileges.

WBB Management reserves the right to sell promotional items or food/beverage concession items with all proceeds to be used for bazaar expenses.

Food Safety

The sale of ANY food items requires management consent at least one week prior to event.

Vendors are solely responsible for obtaining all applicable licenses and permits. Vendors shall comply with all applicable local, state, and federal ordinances and/or regulations regarding permits, sampling, and safe handling of potentially hazardous foods for the entire duration of the season.

All homemade, baked, or canned items must be in compliance with the Texas Cottage Food Law including adhering to packaging and labeling requirements, and obtaining a Texas Food Handler's Card. All food vendors must include a list of ingredients and allergens on each package of every product at the market.

Vendors are liable for their own products. The City of Winnsboro, Winnsboro Bowery Bazaar Management representatives & volunteers, Winnsboro Farmers' Market Board, and Winnsboro Farmers' Market Manager shall not be held liable for the products offered by vendors. Product and liability insurance are the responsibility of the producer.

Booth Spaces/Set Up & Tear Down

Booth space locations are first come, first serve.

Selling spaces are 10'x10' and vendors must provide any supplies they require such as tent, tables, chairs, etc. All supplies, products, and signage must be contained within their 10' x 10' selling space unless otherwise approved by the WBB Management. Designated aisles and entrances must not be obstructed.

Vendors may set up no earlier than 3:30pm and no later than 4pm and be ready to do business when the Bazaar opens at 4:30pm. Vendors with extra needs may request an earlier arrival time.

Purchase of multiple booth spaces is allowed only with permission from WBB Management.

Selling spaces are assigned per WBB Management. Special requirements will be considered when spaces are assigned.

Electricity is available onsite. Vendors must provide extension cords which may be needed. All electrical equipment must be able to operate on Ground Fault Circuit Interrupter (GFCI) circuits.

Vendors who expect to leave the bazaar before closing must make arrangements with the Management before setting up. Vehicular movement will be limited to ensure the safety of customers and other vendors.

Vendors should drive their vehicle to their assigned spot and park as close as possible. Vendors must unload all supplies & products in their assigned spot, then move their vehicle to an appropriate parking spot BEFORE beginning setup. Likewise, when leaving the bazaar, vendors should pack all supplies and products BEFORE bringing their vehicle to the pavilion lot.

Unless extended for special events, ending time for the bazaar is 8pm and all vendors should plan accordingly to pack supplies and products to facilitate a prompt departure. Vendors must remove all items, including trash, from the bazaar pavilions & lot by 8:30pm.

Vendor Responsibilities

Vendors shall, if applicable, have a Sales Tax Certificate or any applicable licenses and permits available for inspection at their booth. It is the vendor's responsibility to comply with the State Comptroller's requirements for any products sold at the Winnsboro Bowery Bazaar.

Vendors are expected to maintain a professional manner, create an enjoyable atmosphere, and treat customers and fellow vendors with common courtesy throughout the bazaar experience. Misrepresentations, disparaging remarks, or otherwise negative behavior will not be tolerated.

Vendors are responsible for their children and guests at all times. All animals must be leashed, caged, or in hand. NO SMOKING is allowed at the bazaar.

Vendors are responsible for the merchandise, security and liability of their selling space and persons. Vendors shall indemnify and hold harmless The City of Winnsboro, all Winnsboro Bowery Bazaar Management representatives & volunteers, The Winnsboro Farmers' Market Board, and the Winnsboro Farmers' Market Manager for any and all loss or damages that may occur through their participation with the Winnsboro Bowery Bazaar.

Vendors must park in the Depot parking lot East of Franklin Street or on Franklin Street between Broadway and Elm. Vendors with state-issued handicapped parking placards or license plates may park in designated handicapped parking places.