

# CENTER POINT MERCANTILE

111 STONELEIGH ROAD  
CENTER POINT, TX 78010  
(830) 329-2424

## VENDOR INFORMATION AND REGISTRATION FORM

### **RULES/GUIDELINES:**

1. Center Point Mercantile offers flexible options for vendors to bring their products to market
2. Hours of operation are 9 AM – 5 PM Friday & Saturday; 10 AM – 4 PM Sunday on 1<sup>st</sup> and 3<sup>rd</sup> weekends of each month.
  - Special events may be outside of these hours.
3. Open or covered space is available.
4. Vendors may join 1, 2 or 3 days (see price schedule below).
5. Vendors may email form to [info@centerpointmercantile.com](mailto:info@centerpointmercantile.com) or deliver in person by Wednesday prior to the 1<sup>st</sup> or 3<sup>rd</sup> weekend.
6. Center Point Mercantile staff will be available 1.5 hours prior to posted business hours to allow vendors to set up.
  - Set up must be complete prior to Center Point Mercantile posted business hours.
7. Unless other arrangements have been made, vendors must supply tables, chairs, tents, packing materials, backdrops, equipment, table clothes, etc.
  - Tents must be tied down. Any ropes must be flagged with surveyor tape for visibility.
8. Vendors are responsible for providing change or credit card processing equipment.
  - Center Point Mercantile will not process credit card payments on behalf of vendors.
9. Products for sale must be legal and approved by Center Point Mercantile prior to set up.
10. Vendors must provide evidence of any applicable licensing required by the State of Texas if required to sell products offered.
11. In the event of cancellation due to weather, vendor may choose to participate in a future event or receive a refund of any fees paid in advance.
12. Booths must be attended at all times during business hours.
13. Parking in designated areas only; illegally parked vehicles will be towed at owner's expense.
14. If vehicle is attached to booth, advance approval is required. Additional charges may apply.

15. Pets, smoking, or vaping are not allowed in vendor area for health and safety concerns. Service animals are allowed and must be on a leash at all times.
16. Additional fees may apply if vehicles are attached to booth.
17. Food vendors will be limited and must be pre-approved. In addition to applicable licenses and training certifications, liability/product insurance is required of Food Vendors. Proof of applicable licenses/certifications are required. Proof of liability/product insurance is required of Food Vendors, minimum \$500,000.00. A copy of your certificate of liability insurance, with Center Point Mercantile as additional insured, must be on file with Center Point Mercantile before setting up booth.
18. Vendors are expected to load out within 1.5 hours of close on Sunday. All items must be removed from premises Sunday following sale within an hour and a half of closing unless other arrangements are advance.
  - Center Point Mercantile does not accept donations of unsold items.
  - Dump trailer will be available for trash removal for an additional fee.
  - Dump fee depends on volume, minimum \$10.
19. Premises is fenced and under video surveillance. There is no security staff on premises.
- 20. CENTER POINT MERCANTILE OWNERS AND MANAGERS RESERVE THE RIGHT TO REFUSE VENDORS AT THEIR DISCRETION.**
- 21. VIOLATION OF THESE REQUIREMENTS WILL BE GROUNDS FOR REMOVAL AND FEES FORFEITED.**

## VENDOR INFORMATION

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**(BUSINESS NAME, IF NOT A BUSINESS, NAME OF INDIVIDUAL)**

**(CONTACT PERSON)**

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**(MAILING ADDRESS)**

**(PHONE #)**

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**(CITY, STATE, ZIP)**

**(EMAIL)**

**DESCRIPTION OF ITEMS TO BE SOLD:**

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**DATES OF SALE YOU WOULD LIKE TO ATTEND: MONTH \_\_\_\_\_,**  
**DAY/S \_\_\_\_\_, YEAR \_\_\_\_\_.**

**BOOTH OPTIONS, PLEASE CIRCLE PREFERENCE:**

**10' X 10' OPEN SPACE: VENDORS PROVIDE TABLES AND TENTS**

SATURDAY ONLY: \$20

SATURDAY AND SUNDAY: \$35

FRIDAY, SATURDAY AND SUNDAY: \$45

**FEEES MUST BE PAID PRIOR TO SETTING UP BOOTH**

**10' X 10' COVERED SPACE (INCLUDES TENT WITH TABLES OR SHELVES):**

SATURDAY ONLY: \$40

SATURDAY AND SUNDAY: \$55

FRIDAY, SATURDAY AND SUNDAY: \$65

**FEEES MUST BE PAID PRIOR TO SETTING UP BOOTH**

**AVAILABLE DECEMBER, 2022: 8' TABLE UNDER 3500 SQ FT. EVENT TENT ON CONCRETE:**

\$10 PER TABLE PER DAY:

NUMBER OF TABLES \_\_\_\_\_ NUMBER OF DAYS \_\_\_\_\_

ELECTRICITY AVAILABLE FOR AN ADDITIONAL \$5 PER DAY PER VENDOR

**ANY VARIATION OF FEES SPECIFIC TO AN EVENT WILL BE POSTED IN EVENT DETAILS.**

BY SIGNING BELOW, VENDORS AGREE TO RELEASE CENTER POINT MERCANTILE, ITS OWNERS AND MANAGING PARTNERS OF ALL LIABILITIES, INDEMNIFY AND HOLD CENTER POINT MERCANTILE, ITS OWNERS AND MANAGING PARTNERS HARMLESS AGAINST ANY AND ALL CLAIMS ARISING FROM ANY DAMAGE OR NEGLIGENCE OF DISPLAY/VENDOR OR ANY OF DISPLAYERS/VENDOR'S AGENTS, CONTRACTORS OR EMPLOYEES, OR ARISING FROM ANY ACCIDENT, INJURY OR DAMAGE WHATSOEVER, HOWEVER CAUSE, TO ANY PERSON OR PERSONS CORPORATION OR CORPORATIONS, OCCURRING IN, ON OR IN THE IMMEDIATE VICINITY OF THE SPACE OPERATED BY DISPLAYER/VENDOR.

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SIGNATURE

DATE