



Market on the Square Vendors
Every Thursday, Friday & Saturday of May - Mid September 2018

Vendor Rules & Regulations

The City of Jefferson is pleased to present Market on the Square! We are now accepting craft vendors every Thursday, Friday and Saturday mornings of the 2018 Farmers Market season, May - Mid September.

2018 Market on the Square opening day is Saturday, May 5, 2018.

Vendor Rules

Vendor Space: All vendors may set-up in front of the First National Bank Building on Polk Street. Spots are not assigned by number, but rather first come first serve. At Market on the Square, vendors and growers set up together, allowing for a great look and customer convenience. Tables, chairs, canopies, and extension cords are not provided and are the sole responsibility of the vendor. *Each vendor is responsible for their own set up and tear down.* Vendors should be ready to sell by 8:30 a.m. You may unload/load directly in front of your vendor spot, but cars must be moved once set up is complete.

Vendor hours are 8:30 a.m. to noon.

Vendor Applications: Market on the Square has the right to refuse any vendor applications for any reason. Market on the Square will approve vendor applications based on quality and variety, you will be notified within a week of receiving if you have been approved or denied. Vendors should limit their merchandise to crafts and home/handmade goods.

If you are selling preserves/ jelly/ honey or baked goods such as breads, cookies, pastries, we can't wait to try them! Please fill out the application, submit payment, and you will be a member of the Harrison County Farmers Market!

Got a permit question? Contact Kevin Godfrey at (903) 665-3373

Fees: There is a **\$20** application fee to set up during Market on the Square. This is a one-time fee for *21 weeks!* You are more than welcome to set up any Thursday, Friday and Saturday morning from 8:30 to noon. You must have a current application on file with the Main Street office to set up. This application only needs to be filled out once regardless of how many days you participate.

Liability: All vendors must complete and sign the vendor application which thereby releases, discharges, and agrees to indemnify, protect and save harmless the City of Jefferson's Market on the Square.



2018 Market on the Square
Vendor Application

Vendor Hours 8:30 a.m. to noon

Completed application and payment must be on file prior to set up. Opening day is Saturday May 5. Applications can be accepted via mail or in person at 305 E. Austin, Jefferson, Texas 75657.

_____ Yes! My one-time \$20 vendor fee is included! Checks payable to City of Jefferson

Name: _____ Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number you can be reached the day of the event: _____

Email: _____

Description of items to be sold: _____

Website or social media site where we can view proposed products, if you do not have your products online you must submit photographs along with this application: _____

By signing below I understand that I am responsible for obtaining any permits applicable for my booth required by local, state or federal law. I have read and understand the 2018 Market on the Square Vendor Rules & Regulations. I hereby release and discharge and agree to indemnify, protect, and save harmless the event organizer, their agents and employees and the City of Marshall from and against all claims demands, clauses of action of every kind of character for any injury to or any loss of or damage to property arising participating in this event.

Signature: _____ Date: _____

STAFF USE ONLY

Date Application Received: _____ Payment Method: _____

Payment Date: _____ Payment Method: _____