



**Baytown Trade Days  
2024 Vendor Packet for Markets  
at the  
Baytown Community Center**

## Vendor and Booth Information and Policies

We have 5 events scheduled at the Baytown Community Center in 2024 and we are excited to have you interested in joining us. Please take time to go over the information below before signing up. If at any time you have any questions, please don't hesitate to get in touch with us.

The information on the following pages pertains only to the events listed below. These will be held at the Baytown Community Center located at 2407 Market St. in Baytown on the dates and times shown below.:

**Saturday February 10, 2024**

**Saturday October 12, 2024**

**Saturday April 6, 2024**

**Saturday December 7, 2024**

**Saturday July 27, 2024**

**Set-Up – 8:00 a.m.-10 a.m.    Event Hours – 10a.m.-4 p.m.    Tear Down – 4:15-5:30 p.m.**

### Vendor Booth Descriptions and Fees:

- 10'x10' Indoor Booths include one 8' table and one chair and the fee is \$100. Table and chair can be moved as needed within the space, and the full space is available to use as desired. You are free to bring displays and additional tables. Electricity is available for an additional \$15.
- Lobby Indoor booths are premium location spots located in the lobby as you enter the Center, include one 8' table and one chair and the fee is \$125. Table and chair can be moved as needed within the space, and the full space is available to use as desired. You are free to bring displays and additional tables. These measure 10' wide and 8' deep. Electricity is available for an additional \$15.
- Indoor Tabletop Booths consist of one 8' table and chair and the fee is \$60. There is no additional floor space with this booth option. Vendors must display all products, displays, banners, signage, etc. on the table, and the table may not be moved. Additionally, due to the set-up of these spots, vendors must remain behind the table while conducting business. Electricity is available for an additional \$15.
- Front Lawn Booths are premium location 10'x10' outdoor spots directly in front of the main entrance of the Community Center and the fee is \$65. No electricity is available for these specific booths.
- Plaza Booths are outdoor spots located in the plaza between the Community Center and City Hall and the fee is \$50. Electricity is available for an additional \$15.
- Mobile Boutique Spots are available and custom sized to fit your needs, and the fee is \$125.
- Food Booths are available and are custom sized to fit your needs, and the fee is \$125. Food Vendors are also responsible for obtaining a Temp Food Permit from the city's Health Department and must provide a certificate of insurance listing Baytown Trade Days as additional insured.

### Additional Booth Options:

- Electricity - \$15 (Not available for Front Lawn Booths)
- 6' Table - \$15
- 8' Table - \$15 (Only available for indoor booths)
- 10'x10' EZ-Up Canopy - \$50 (Includes set up)

**Payments:** Payments can be made online through our website, [www.baytowntradedays.com](http://www.baytowntradedays.com), or via check/money order payable to Baytown Trade Days, PO BOX 7058 Baytown, TX 77522. All questions and inquiries should be made to [info@baytowntradedays.com](mailto:info@baytowntradedays.com) or 281-241-7573. Do NOT contact Parks & Rec or anyone else at the City of Baytown. They will NOT be able to answer your questions.

**Non-Profit Organizations:** We have a select number of FREE outdoor booths available to local non-profit groups. Contact us for more information.

**Gift Certificates:** From time to time as part of our event promotions, we will give away gift certificates to entice customers to shop more. We will reimburse you for these so all vendors must accept these gift certificates. You can get reimbursed for these at our Welcome Table by the main entrance. Gift certificates can also be used towards a future booth fee. We will only redeem gift certificates that have been issued by Baytown Trade Days.

**Breakfast:** As a courtesy to our vendors, and since we start so early, we provide a free grab and go breakfast bar set up in the lobby. It will remain open until 9:30 am or until supplies last. Please be courteous and use discretion when serving yourself so that there will be enough for all the vendors.

**WIFI/Cell Service:** WIFI is not included in your vendor fee. However, there is FREE WIFI made available by the Community Center which means Baytown Trade Days has no control over it. AT&T users have also historically not been able to pick up cell service here, so please plan accordingly as we have no control over any of this.

**Parking:** Vendor parking will be in the lot closest to Market Street or in the lot in front of the City Hall building. There will be no vendor parking allowed anywhere in front of the center. These spots are reserved for our shopping guests, your customers.

**Social Media:** We will rely heavily on our social media pages to promote our events. We welcome you to follow us so we can work together to promote each other.

**Contact us:** Please reach out to us if you have any questions, concerns, suggestions, or ideas. You can do it via our website, social media or email using the following contact info.

**281-241-7573      [info@baytowntradedays.com](mailto:info@baytowntradedays.com)**

## **Policies vendor must adhere to include but are not limited to the following:**

- All tables, displays, merchandise, etc. must be kept within the allotted booth space. No Exceptions.
- Vendors may only sell or promote their goods or services from the allotted booth space.
- All tables should be neatly covered, and booths kept orderly to promote a good appearance.
- Vendors may only sell items they listed on the application. Any not listed will have to be removed.
- No booth sharing. Only one company/business per booth.
- All products and promotional material must be in good taste and appropriate for all ages.
- Vendors are responsible for keeping their booths clean and for disposing of any trash created. Vendors must take with them all empty packaging and shipping boxes.
- After 9:15 a.m., empty booths are forfeited, and we are free to use them as we please. NO REFUNDS
- Vendors must keep their booths open and staffed at all times from 10 a.m. to 4:00 p.m.
- Tearing down cannot start until 4:00 to allow for late shoppers to enjoy the full experience of our event.
- Outdoor vendors will have to supply their own canopy, tables, display, etc. Rental supplies are available.
- Canopies must be properly secured to keep them from becoming a hazard.
- Smoking is not permitted inside the facilities or within 30' of any entrance, exit, or outdoor booth.
- Alcoholic beverages are not permitted.
- No pets or animals allowed except for certified service animals.
- Nothing may be nailed, screwed, taped, or otherwise physically attached to any part of the facility.
- Vendor is responsible for making sure they have all necessary permits to conduct their business.
- Each vendor is responsible for collecting and reporting sales tax.
- Vendors selling or sampling edible products must obtain a temporary food permit from the City of Baytown Health Dept. There is a separate fee due to the health dept. that will be the responsibility of the vendor.
- Texas Cottage Food vendors can participate at our events without a temporary food permit from the health department if they meet all the requirements set by the state.
- Food Booths/Trucks must provide a certificate of insurance listing Baytown Trade Days as additional insured.
- Booth fees are non-refundable. In the rare case that we must cancel due to circumstances out of our control we will apply the booth fee towards a future event.
- A completed and signed vendor application must be returned before being allowed to set up. NO EXCEPTIONS. You can mail, fax, or email it back to us, but please do not send pictures of it.
- Vendors must be respectful and courteous to other vendors, guests, Baytown Trade Days staff, and City of Baytown employees.
- Booth fees are non-refundable or transferable to other vendors or for future events.
- Parking for vendors will be the parking lot on the other side of the city hall building, in the lot closest to Market St. or in the spots on the opposite side of the bridge to the park. Vendors will not be allowed to park directly in front of the building or along Civic Dr. These closer spots are reserved for our shoppers/your customers.

## **Failure to comply with the above rules and guidelines can get you removed from the event without a refund.**

Do **NOT** go to or call the Community Center for information. They will not be able to answer any questions. Baytown Trade Days staff reserves the right to:

1. Make changes deemed necessary to maintain the show safe, fun, and entertaining for all participants including vendors, entertainers, and the public.
2. Remove from the show any person(s) not following our rules, guidelines, center rules, or local & state laws, etc.,
3. Ask vendors to remove any merchandise, displays, promotional materials, decorations, or any other material that we consider offensive.
4. Relocate vendors to a different booth prior to the start of the show, for any reason we deem necessary.





**Please keep a copy of these pages for your reference.**

**The next 3 pages make up our Vendor Registration Form. You do not need to fill it out and return it if you have already filled out the online version available on our website.**  
**[www.baytowntradedays.com](http://www.baytowntradedays.com)**

**Baytown Trade Days**  
**Vendor Registration Form for**  
**Baytown Community Center Events**

Name of Business or Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook Page: @ \_\_\_\_\_

Instagram Page: @ \_\_\_\_\_

List of Products or Services Offered\*: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*Only items listed above may be sold or displayed. We will limit similar vendors to provide a variety of products to customers and to ensure a successful event for all of our vendors.**

Booth Type	Enter the amount you need for each date						Totals	
10'x 10' Booths Indoors # of booths needed	10-Feb	6-Apr	27-Jul	12-Oct	7-Dec	Total # of Booths	x \$100	=
Tabletop Booths Indoors # of booths needed	10-Feb	6-Apr	27-Jul	12-Oct	7-Dec	Total # of Booths	x \$60	=
Lobby Booths Indoors # of booths needed	10-Feb	6-Apr	27-Jul	12-Oct	7-Dec	Total # of Booths	x \$125	=
Front Lawn Booths Outdoors # of booths needed	10-Feb	6-Apr	27-Jul	12-Oct	7-Dec	Total # of Booths	x \$65	=
Plaza Booths Outdoors # of booths needed	10-Feb	6-Apr	27-Jul	12-Oct	7-Dec	Total # of Booths	x 50	=
Mobile Boutiques # of booths needed	10-Feb	6-Apr	27-Jul	12-Oct	7-Dec	Total # of Booths	x \$125	=
Food Booths # of booths needed	10-Feb	6-Apr	27-Jul	12-Oct	7-Dec	Total # of Booths	x \$125	=
Electricity only 1 Outlet per booth	10-Feb	6-Apr	27-Jul	12-Oct	7-Dec	Total # of Outlets	x \$15	=
8' Tables (Indoor Booths Only) only 1 extra per booth	10-Feb	6-Apr	27-Jul	12-Oct	7-Dec	Total # of 8' Tables	x \$15	=
6' Tables # of 6' tables needed	10-Feb	6-Apr	27-Jul	12-Oct	7-Dec	Total # of 8' Tables	x \$15	=
Pop-Up Canopy Tent Includes Set-up	10-Feb	6-Apr	27-Jul	12-Oct	7-Dec	Total # of Canopies	x \$50	=
<b>Amount Due:</b>								

**Release of Liability:** Lessee/vendor agrees to uphold and abide by the vendor guidelines, rules, and regulation set by Baytown Trade Days LLC. It is hereby understood and agreed that Baytown Trade Days LLC and the City of Baytown will in no case be responsible for any loss, damage or injury to any person or property during the term of this lease regardless of how such loss, damage or injury is occasioned and by whom.

It is further agreed that Lessee will protect, indemnify, and save harmless Baytown Trade Days LLC and or the City of Baytown from any and all claims, suits, and or judgments, including attorney's fees and other costs of defense of any said claim and or suit incurred against Baytown Trade Days LLC and or the City of Baytown.

By signing below, you agree that the information you provided is correct, you have received a copy of the vendor guidelines and rules, you will follow rules set forth by Baytown Trade Days LLC, and you agree to the above release of liability. Incomplete applications will not be accepted.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Mail printed application and payment to **Baytown Trade Days · PO BOX 7058 · Baytown, TX 77522**. On-line payments can be made on our website and applications faxed to **832-436-1682** or emailed to [info@baytowntradedays.com](mailto:info@baytowntradedays.com).

**For Office use only:** Date Rec'd: \_\_\_\_\_ Amount: \_\_\_\_\_ Method of Payment: Online Cash M/O Check #: \_\_\_\_\_