

**Baytown Trade Days'**  
**2019 Vendor Markets & Craft Shows**  
**Booth Info, Guidelines & Rules**

We appreciate your interest in our Vendor Markets and Craft Shows. We are excited to host these events and are even more excited to have you interested in joining us! Please, take the time to read over the information, and if you still have questions please don't hesitate to get in touch with us.

Our 2019 events Shows will be held at the Baytown Community Center, located at 2407 Market St. in Baytown. The dates are as follows (subject to change):

**5<sup>th</sup> Annual "Baby, It's Cold Outside" Market & Craft Show - Saturday January 26**

**5<sup>th</sup> Annual Spring Market & Craft Show - Saturday April 13**

**5<sup>th</sup> Annual Christmas in July Market & Show - Saturday July 13**

**5<sup>th</sup> Annual Fall Market & Craft Show - Saturday September 28**

**3<sup>rd</sup> Annual Baytown Nutcracker Market – Sunday November 17**

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

**Vendor Booth Descriptions:** 10'x10' & 10'x8' indoor booths come with one 8' table and one chair. Table Top vendors will be get one 8' table to display their products or material and one chair behind the table; there will be minimal to no space to display products behind the table with this size booth option. All tables measure 8' long and at least 2' wide. Outdoor spots measure at least 10'x10' and you will have to provide your own canopy, tables, etc. Electricity is available at an additional cost.

**Booth Fees:** 10'x10' Indoors-\$85;            10'x8' Indoors-\$70;            Table Top Indoors -\$35;  
8'x11' Lobby(only 5 available) -\$100;            10'x10' Outdoor Booths-\$35;            Electricity-\$12

**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. We are NOT affiliated or sponsored by the City of Baytown, and all inquiries should be made to [info@baytowntradedays.com](mailto:info@baytowntradedays.com) or 281-241-7573. No one at the community center will 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:** As part of our event promotions, we will give away gift certificates to be used on the day of the shows. Vendors will accept these gift certificates as cash. The gift certificates can then be turned in to us and we will redeem them for cash at the end of the day. By returning your signed application and payment you agree to accept these gift certificate as a form of payment in your booth during the show. 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. This will normally consists of kolaches, donuts, tacos, or breakfast bars and complimentary drinks. Please be courteous and use discretion. There will be enough for all of the vendors but not be enough to feed every vendors' family and friends.

**WIFI/Cell Service:** WIFI is not included in your vendor fee. However, there is FREE WIFI made available by the city, so we have no control over it. Most can get on, but there is a small percentage that are not able to. AT&T users have also historically not been able to pick up cell service here, so please plan accordingly. We have no control over any of this, so please plan accordingly.

## **Show Rules & General Guidelines, including but 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 Refunds.
- 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 maintaining their booth 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.
- Tear down cannot start until 4:10 to allow for all shoppers to complete purchases and exit the building. Any vendors that leave early or start tearing down early will not be welcomed back for future events.
- Outdoor vendors will have to supply their own canopy, tables, display, etc.
- 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 animal 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 any and 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.
- Our events are not a non-profit event, city sponsored, or a farmer's market, therefore Cottage Law vendors are not allowed by the health department to sell their products at our event.
- Food Booths/Trucks must provide a certificate of insurance listing Baytown Trade Days as additional insured
- Booth fee is non-refundable. In the rare case that we would have to 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. Violators will not be welcomed back for future events.

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

Do **NOT** go to or call the Baytown Community Center for information. They will not be able to answer any questions. We are **NOT** affiliated or sponsored by the city of Baytown.

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

Contact Info:

**Jesse Garcia**

**281-241-7573**

[info@baytowntradedays.com](mailto:info@baytowntradedays.com)

**Please keep a copy of this page for your reference.**

# Baytown Trade Days 2019 Vendor Market & Craft Show Vendor Booth Application

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

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ License Plate # of Vehicle at Event: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook.com/ \_\_\_\_\_

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

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

	Jan 26th	April 13th	July 13th	Sept 28th	Nov 17th	TOTAL		
10'x10' Booths Indoors							Total # of booths x \$85 =	Includes one 8' table & chair.
10'x8' Booths Indoors							Total # of booths x \$70 =	Includes one 8' table & chair.
Table Top Booths Indoors							Total # of booths x \$35 =	Includes one 8' table & chair.
Lobby Booths Indoors							Total # of booths x \$100 =	Includes one 8' table & chair.
10'x10' Outdoor Booths							Total # of booths x \$35 =	You must provide your own tables.
Electricity							Total # of Outlets x \$12 =	Extension cord >25' required.

**Booth fees are non-refundable and non-transferable.**

Total Booth Fees = \_\_\_\_\_

**Release of Liability:** Lessee/vendor agrees to uphold and abide by the vendor guidelines, rules, and regulation set by Baytown Trade Days. It is hereby understood and agreed that Jesus Garcia, dba Baytown Trade Days 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 Jesus Garcia, dba Baytown Trade Days 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 Jesus Garcia, dba Baytown Trade Days and or the City of Baytown.

By signing below you agree that 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, 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:  PayPal  Cash  M/O  Check #: \_\_\_\_\_

If you have any questions please contact **Jesse Garcia**, [info@baytowntradedays.com](mailto:info@baytowntradedays.com) or **281-241-7573**