

**Baytown Trade Days**  
**2020 Baytown Community Center Vendor Markets & Craft Shows**  
**Booth Info, Guidelines & Rules**

We appreciate your interest in our Vendor Markets and Craft Shows at the Baytown Community Center. We are really excited to host these events as we celebrate our 10-year anniversary of hosting markets, and we 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.

The information on the following pages pertain only to the events listed below. These will be held at the Baytown Community Center located at 2407 Market St. in Baytown. The dates are as follows (subject to change):

**6<sup>th</sup> Annual "Baby, It's Cold Outside" Market & Craft Show - Saturday January 11**

**6<sup>th</sup> Annual Spring Market & Craft Show - Saturday April 25**

**6<sup>th</sup> Annual Christmas in July Market & Show - Saturday July 11**

**6<sup>th</sup> Annual Fall Market & Craft Show - Saturday October 24**

**4<sup>th</sup> Annual Baytown Nutcracker Market - Sunday November 22**

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

**Vendor Booth Descriptions:**

- 10'x10' indoor booths include one 8' table and one chair and are \$85. Table and chairs 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 \$12
- Lobby booths (8'x11') include one 8' table and one chair and are \$100. Table and chairs 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 premium spots are located in the Lobby of the Community Center. Electricity is available for an additional \$12
- Tabletop vendors include one 8' table to display their products or material and one chair and are \$35. With this booth option there is NO additional floor space. All product, displays, banners, signage, etc. must be on the table, and the table may not be moved. Additionally, due to the set-up of these spots, there may be no more than 2 persons working the booth. Electricity is available for an additional \$12
- Outdoor booths are at least 10'x10' & vendor is responsible for providing their own canopy, tables, etc. For outdoor booths you have two locations options. Front Lawn Booths are \$35 and are located in areas in front of the building. City Hall Plaza Booth are \$20 and are located on the grounds between the Center and City Hall buildings. Plaza booths are the only outdoor spots with access to electricity.

All tables measure 8' long and at least 2' wide. Electricity is only available for indoor booths for an additional \$12. Please bring an extension cord of at least 25' to guarantee access to electricity.

**Booth Fees:** 10'x10' Indoors-\$85;      Tabletop Indoors -\$35;      8'x11' Lobby -\$100;  
Front Lawn Outdoor Booths-\$35;    Plaza Outdoor Booths-\$20;      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, and they can then have them redeemed by us. We will be setup at the welcome table ready to redeem these after 2:30. 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.

**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 guests/shoppers.

## **Additional 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.
- Texas Cottage Food vendors can participate at our events without a temporary food permit from the health department if they meet all of the requirements set by the state.
- 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.

## Additional Show Rules & General Guidelines continued...

- 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)

Google Maps



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

## Baytown Trade Days 2020 Vendor Markets & Craft Shows 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.**

10'x 10' Booths Indoors	Jan 11	April 25	July 11	Oct 24	Nov 22	Total # of Booths	x \$85	=	Includes one 8' table & chair.
Tabletop Booths Indoors	Jan 11	April 25	July 11	Oct 24	Nov 22	Total # of Booths	x \$35	=	Includes one 8' table & chair.
Lobby Booths Indoors	Jan 11	April 25	July 11	Oct 24	Nov 22	Total # of Booths	x \$100	=	Includes one 8' table & chair.
Front Lawn Booths Outdoors	Jan 11	April 25	July 11	Oct 24	Nov 22	Total # of Booths	x \$35	=	You must provide your own tables, chairs, etc.
Plaza Booths Outdoors	Jan 11	April 25	July 11	Oct 24	Nov 22	Total # of Booths	x \$20	=	You must provide your own tables, chairs, etc.
Electricity	Jan 11	April 25	July 11	Oct 24	Nov 22	Total # of Outlets	x \$12	=	Extension cord >25' required.
<b>Booth fees are non-refundable and non-transferable.</b>							Grand Total	=	

**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 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:  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**