

**Baytown Trade Days**  
**2020 Summer Nights Markets**  
**Booth Info, Guidelines & Rules**

We appreciate your interest in our Summer Nights Markets at Baytown's Town Square in Historic Downtown Baytown. We are 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 Baytown's Town Square at 213 West Texas Avenue.

The dates and times are as follows (subject to change):

**Friday May 15**

**Friday June 26**

**Friday July 31**

**Friday August 21**

**Friday September 11**

**Set-Up Times – 2:00 p.m. - 4 p.m.**

**Market Hours – 4 p.m. - 10 p.m.**

**Tear Down Times – 10 p.m. - 11:30 p.m.**

**Booth Description and Fees:** All booths measure approximately 10'x10' for a fee of \$50. Please come prepared to be set up on concrete or grass.

**Rental Setup Items Available:**

- 10'x10' Tent w/anchors - \$25
- Electricity - \$10 (must bring extension cord >20')
- 8' Tables - \$12
- Chairs- \$3

**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 city of Baytown will be able to answer your questions.

**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 booth space kept orderly to promote a good appearance.
- Vendors may only sell items listed on the application. Any items 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 3:15 p.m., empty booths are forfeited, and we are free to use them as we please. NO REFUNDS
- Vendors must always keep their booths open and staffed during market hours.
- Tear down cannot start until the end of market hours. Any vendors that leave early or start tearing down early will not be welcomed back for future events, and future booth fees will be forfeited.
- Vendors that do not show agree to forfeit their booth fees for all future events.
- Vendors must supply their own canopy, tables, display, etc.

- Canopies are highly recommended but must be properly secured to keep them from becoming a hazard. Canopies deemed a hazard due to not being properly secured/weighed down will have to be taken down.
- Smoking is not permitted in Town Square.
- Alcoholic beverages are not permitted in Town Square.
- Pets must be leashed
- 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

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

- 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 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 fee is non-refundable and non-transferable. 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 and future fees forfeited.**

Do **NOT** call the city of Baytown. 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 these pages for your reference.**

# Baytown Trade Days 2020 Summer Nights Markets Vendor Registration Form

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.**

All booths are located outside.							
10'x 10' Booth	May 15	June 26	July 31	Aug 21	Sep 11	Total # of Booths	x \$50 =
Electricity 10x10 Tent	May 15	June 26	July 31	Aug 21	Sep 11	Total	x \$10 =
8' Tables	May 15	June 26	July 31	Aug 21	Sep 11	Total # of Tables	x \$25 =
Chairs	May 15	June 26	July 31	Aug 21	Sep 11	Total # of Chairs	x \$12 =
<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 form and payment to **Baytown Trade Days • PO BOX 7058 • Baytown, TX 77522**. On-line payments can be made on our website and form 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**