

# **The City of Grays Prairie Market**

## **Market Information**

### **Date/Time/Location:**

Markets will be held on the third Saturday of each month, March – May and September - November, for the 2025 season. The market will be open to the public from 9:00am to 2:00pm. The Grays Prairie Community Center is located at 11838 FM 148 Scurry, Texas 75158.

### **Booth Locations and Size:**

We have indoor and outdoor booths available. All booths are 10'x10'. Please make sure to mark your preferred location on your application. While we will always take your preference into consideration, we have a limited number of indoor and outdoor pavilion spots available. Booth locations will be assigned in the order applications are received.

### **Acceptable Merchandise:**

The City of Grays Prairie prides it's self in hosting a family-friendly market. Merchandise that includes obscene or offensive images or language will not be allowed. Vendors found with inappropriate merchandise at their booth will be asked to remove these items immediately by City Staff or a Market Coordinator. Failure to remove the inappropriate merchandise or a second incident will result in the vendors dismissal from all future markets.

### **Cost:**

The booth rental fee is \$20.00 for your 10'x10' booth. The city puts all booth rental fees into their Christmas Sponsorship fund to help local families in need during the holiday season. Booth rental fees for each market must be paid no later than one week before the market. Failure to pay your booth fee on time may result in the loss of your original booth location. You do not have to pay for the entire market season in advance. The city accepts cash, check, money order, and Zelle. Physical forms of payment can be dropped off in the lockbox at the community center. Please notify us after you put anything in the lockbox at the community center so that it can be collected in a timely manner. The city can be found on Zelle through the city's email address, [graysprairietx@gmail.com](mailto:graysprairietx@gmail.com). You will see our mayor's name, Brandon Coogler, when you are completing your transaction through Zelle.

### **Junior Vendors:**

The city would like to invite all junior entrepreneurs to participate in this year's markets! Junior Vendors are classified as those 18 years old or younger that have not graduated High School yet. Junior Vendors will be provided with space for one 8ft' table. The city has 8ft tables available that will be reserved for Junior Vendors use. Junior Vendors are also welcome to provide their own table as long as it does not exceed 8ft. Junior Vendors must work their table and be accompanied by an adult for the duration of the market. Junior Vendor tables are

available for \$10. Please see the above "Cost" section for details on how to pay your table fee and the deadline for table fees. Indoor booths will be reserved for 10'x10' booths only. Junior Vendors that would like a full 10'x10' booth will need to reserve one for \$20.

### **Set Up and Take Down**

The Market Coordinator will send out an email to all vendors the Friday before all booth fees are due. This email will serve as a reminder of the upcoming market you have signed up for and a reminder to pay your booth fee if you have not already done so. If you will no longer be able to attend the market please let us know as soon as possible. The community center will be opened no later than 7:30am on Saturday mornings for vendors to set up. Please take down your booth in a timely manner once the market is over. Your area should be free of any trash and clean when you leave. The city will have a trash can available for your use but if you will have a large amount of trash or boxes that need to be thrown away please make arrangements to take those with you. The community center does not have a trash service.

**If you have any questions please reach out to Sarah Coogler, City Secretary and Market Coordinator, via email at [grayspraiemarket@gmail.com](mailto:grayspraiemarket@gmail.com).**

## Vendor Application

Welcome Vendors and thank you for your interest in the City of Grays Prairie's Market. These events will be held on the third Saturday of every month (March-May 2025 & September-November 2025) from 9:00am – 2:00pm at the Gray's Prairie Community Center.

Please make sure you have reviewed the Market Information page above. If you have any additional questions please contact Sarah Coogler, City Secretary/Market Coordinator, at [grayspraiemarket@gmail.com](mailto:grayspraiemarket@gmail.com).

Please submit your completed vendor application via email at [grayspraiemarket@gmail.com](mailto:grayspraiemarket@gmail.com) or drop it in the black lockbox on the side of the Community Center. Your booth rental fee can be paid via cash, check, money order or Zelle. Physical payments can be dropped off in the black lockbox on the side of the community center. The city can be found on Zelle through their email address, [graysprairietx@gmail.com](mailto:graysprairietx@gmail.com). Please notify us after you put anything in the lockbox at the community center so it can be collected in a timely manner. All fees are due no later than one week before each market.

**Name of Business/Organization:** \_\_\_\_\_

**Contact's Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Provide a specific description of your booth, product(s) and/or services that you will be bringing to the market.

---

---

---

---

---

**Markets you will be attending:**

Marh 15<sup>th</sup> \_\_\_\_\_ April 19<sup>th</sup> \_\_\_\_\_ May 17<sup>th</sup> \_\_\_\_\_  
September 20<sup>th</sup> \_\_\_\_\_ October 18<sup>th</sup> \_\_\_\_\_ November 15<sup>th</sup> \_\_\_\_\_

**Desired booth location:**

Indoor \_\_\_\_\_ Outdoor Pavilion \_\_\_\_\_ Outdoor Lawn \_\_\_\_\_

### **AGREEMENT**

The City of Grays Prairie assumes no responsibility for any product loss or damages during this event. The City of Grays Prairie is not responsible for any accidents that may occur while you are on the property. You are responsible for setting up, working, and taking down your own booth. By signing this agreement you are acknowledging that you have read all of the above market information and are aware of your responsibilities as a market vendor.

---

Signature

---

Date

## Junior Vendor Application

Welcome Junior Vendors and thank you for your interest in the City of Grays Prairie's Market. These events will be held on the third Saturday of every month (March-May 2025 & September-November 2025) from 9:00am – 2:00pm at the Gray's Prairie Community Center.

Please make sure you have reviewed the Market Information page above. If you have any additional questions please contact Sarah Coogler, City Secretary/Market Coordinator, at [grayspraiemarket@gmail.com](mailto:grayspraiemarket@gmail.com).

Please submit your completed vendor application via email at [grayspraiemarket@gmail.com](mailto:grayspraiemarket@gmail.com) or drop it in the black lockbox on the side of the Community Center. Your booth rental fee or Junior Vendor table fee can be paid via cash, check, money order or Zelle. Physical payments can be dropped off in the black lockbox on the side of the community center. The city can be found on Zelle through their email address, [graysprairietx@gmail.com](mailto:graysprairietx@gmail.com). Please notify us after you put anything in the lockbox at the community center so it can be collected in a timely manner. All fees are due no later than one week before each market.

**Name of Business/Organization:** \_\_\_\_\_

**Junior Vendor's Name:** \_\_\_\_\_

**Junior Vendor's Current School Grade:** \_\_\_\_\_

**Junior Vendor's Guardian's Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Provide a specific description of your booth, product(s) and/or services that you will be bringing to the market.

---

---

---

---

---

**Markets you will be attending:**

Marh 15<sup>th</sup> \_\_\_\_\_ April 19<sup>th</sup> \_\_\_\_\_ May 17<sup>th</sup> \_\_\_\_\_

September 20<sup>th</sup> \_\_\_\_\_ October 18<sup>th</sup> \_\_\_\_\_ November 15<sup>th</sup> \_\_\_\_\_

**Booth Size:**

Junior Vendor 8ft table: \_\_\_\_\_

10'x10' Booth: \_\_\_\_\_

**Desired booth location:**

Indoor \_\_\_\_\_

Outdoor Pavilion \_\_\_\_\_

Outdoor Lawn \_\_\_\_\_

**AGREEMENT**

The City of Grays Prairie assumes no responsibility for any product loss or damages during this event. The City of Grays Prairie is not responsible for any accidents that may occur while you are on the property. You are responsible for setting up, working, and taking down your own booth. By signing this agreement you are acknowledging that you have read all of the above market information and are aware of your responsibilities as a market vendor. Junior Vendors must be accompanied by an adult for the duration of the market.

---

Junior Vendor Signature

Date

---

Guardian's Signature

Date