



Dear Grapevine Farmers & Artisans Market Vendor Applicant,

The Grapevine Convention & Visitors Bureau (CVB) invites you to apply to participate in the 20th Annual Grapevine Farmers & Artisans Market. The Grapevine Farmers & Artisans Market (GFAM) is an open-air market, located at the Town Square Gazebo in Historic Downtown Grapevine.

As we prepare for what we hope to be the best market season yet, please carefully read the application instructions below as some items have changed:

- LOCATION - Town Square Gazebo on Main Street, 325 S. Main St., Grapevine, TX 76051
- SEASON - Saturdays, April 13 – September 7, 2024
- HOURS - 10 a.m. – 4 p.m. (April – June) 9 a.m. – 2 p.m. (July – September)
- VENDOR BOOTH FLAT FEES - \$35 for 10' X 10' space/\$45 for pavilion space/ \$30 for merchants on non-pavilion spaces

The GFAM offers Texas-made and Texas-grown items. Please note the adjusted hours for the summer season of July through September, with an intent to keep the market out of the heat of the day. The market is open rain or shine, but to maintain the safety of shoppers and vendors, is subject to close without notice due to extreme weather conditions. It is a great place to bring the whole family, learn about Texas products and shop local.

We thank you for your interest!

Sincerely,

Kim Dobecka
Grapevine Convention & Visitors Bureau
817-410-3125 kdobecka@grapevintexasusa.com

VENDOR RULES AND REGULATIONS

(Initial boxes to agree to policies/requirements.)

The Grapevine Farmers & Artisan Market (GFAM) is an open-air market that operates 10 a.m. - 4 p.m. (April – June) and 9 a.m. – 2 p.m. (July – September) in the Town Square Gazebo area located at 325 S. Main St. on Saturdays from **April 13 - September 7, 2024.**

- 1. The GFAM managers have the final authority, on-site, to interpret and enforce rules and regulations related to the GFAM. Vendors that do not comply with instructions and/or the policies and regulations of the GFAM may not be eligible to participate in future markets.
- 2. All vendors must sign an agreement stating they will comply with the rules and regulations of the GFAM and agree to follow the instructions of the GFAM managers.
- 3. All products sold at the GFAM shall be grown or produced within the geographic boundaries of the State of Texas.
- 4. Distributor, Direct Marketing, MLM-type products are not allowed.
- 5. Hemp-based products are not allowed.
- 6. Highest standards of visual aesthetics are required. Please consider the appearance of your booth as this is reflective of the GFAM. GFAM Management reserves the right to modify location.

APPLICATION

- 1. Applying does not guarantee acceptance.
- 2. All vendors must have a valid Texas Sales Tax ID number along with other necessary business permits to participate in the GFAM.
 - a. A Tax ID number may be obtained from the State Comptroller's office. Please visit window.state.tx.us for an application.
- 3. All applications must include a notarized copy of Hold Harmless Agreement.
- 4. Photos and/or links of your merchandise & setup.
- 5. Vendors may only sell items listed on their application. Any new items will need prior approval from the GFAM manager beforehand.

VENDOR COSTS

- 1. Rate is \$35 per day for a 10' X 10' space or \$45 per day for a space under the pavilion (including merchants).
- 2. Rate is \$30 per day for a non-pavilion space for merchants of Grapevine Main Street.
- 3. Payment link will be sent via email upon acceptance.

BOOTH RESERVATIONS

- 1. Vendors can pre-pay for the entirety of the market to reserve any specific space. This space will be reserved for that vendor every date of the market. Vendors cannot give a reserved space to another vendor without management approval.
- 2. **Priority will be given to vendors reserving and pre-paying for the entire season.**
- 3. Payment is required to confirm dates along with a signed vendor agreement.

4. Payment and reservation of full market is due by **March 29, 2024** (no refunds issued).
5. **All vendors must confirm participation by Wednesday at 2 p.m. preceding the market via email, and if paying weekly, pay via payment link by 5 p.m. on Wednesdays. (Check/cash not accepted)**

VENDOR BOOTHS/CHECK-IN

1. Check-in begins at 8:00 a.m. on Market days April – June and 7:00 a.m. July – September; all vendors must check in by 9:30 a.m. to participate in the spring season and 8:30 a.m. in the summer season. Refunds will not be given to pre-paid vendors that are late. All booths must be set by 9:45 a.m. in the spring and 8:45 a.m. in the summer. No exceptions.
2. Upon completion of the first weekend, vendors who have reserved spots or who have prepaid for the season may set up early.
3. Spaces, other than any reserved, are available on a first come, first serve basis.
4. **IMMEDIATELY** after unloading, vehicles must be moved from the loading area to the designated city parking lots.
5. Teardown begins at 4 p.m. (spring season) or 2 p.m. (summer season). Early teardown will result in vendor not being eligible to participate in future markets. **Vendors MUST checkout with the GFAM manager before teardown. Once your booth is ready to load, your vehicle may come to the area to be loaded.**
6. All vendor spaces are 10' X 10' in size. Vendors who are not under the market pavilion behind the Gazebo must provide their own 10' X 10' canopy tent. All tents must be clean, free of holes/tears and presentable to the public. Each leg must be anchored with at least **20 pounds** of weight. **Stakes are not allowed.**
7. Vendors must provide their own tents, tables, chairs, signage, refrigeration, storage, etc.
8. Vendors shall supply all materials and containers for customer sales.
9. Trash must be placed into suitable containers and hauled off by the vendor. Vendors must clean their space at the end of market. A fee of \$50 will be assessed if it is necessary for the GFAM Manager to clean a vendor space. Fees will be paid prior to any future participation.
10. Electricity and water access are limited; prior arrangements must be made with GFAM management.
11. No generators or space heaters allowed.

HEALTH, SAFETY AND RELATED RULES

1. Vendors and their employees are responsible for informing themselves about and complying with federal, state and local health regulations and licensing requirements governing the production, display, distribution and sale of their products.
2. Manufactured food products must meet Tarrant County Health Department requirements, including licensing and permitting rules.
3. All food items must be properly labeled; unlabeled packaged and/or processed foods are not allowed.
4. Vendors providing samples of their products must comply with the rules governing sampling, market sanitation and health codes of the Tarrant County Health Department or other authorities, as applicable.

PARKING

1. Vendors must park vehicles in one of these designated city parking lots:
 - a. The northeast corner of Wall and Jenkins Streets.
 - b. The parking lot in the 300 block of Jenkins Street, east of the GFAM (vehicles must be parked at the far east end of the lot).
2. Limited ADA parking is available.

WEATHER

1. The GFAM is open rain or shine.
 - a. If extreme weather conditions arise, to maintain the safety of shoppers and vendors, the GFAM may close without notice.
2. There are no refunds or payment transfers for inclement weather.
3. The GFAM does not provide shelters from rain, sun, wind, etc.
4. The GFAM is not responsible for lost or damaged merchandise due to weather.

DURING MARKET HOURS

1. Smoking is prohibited in the vendor and sales areas during the GFAM.
2. Vendors may not change spaces during the day.
3. Vendors must sell from their booth only. No soliciting outside of booth is allowed.
4. No amplified sound allowed.
5. All vendors shall conduct themselves in a professional manner while at the GFAM, including treating fellow vendors and GFAM management with respect and courtesy. Shoes and shirts are required at ALL times. Profanity or any other inappropriate conduct is grounds for permanent eviction from GFAM.
6. Weights and Measures: All products shall be sold at a standard weight or measure. Products may be sold by the pound, as long as scales used are certified by the Texas Department of Agriculture. Otherwise, produce shall be sold by the piece, pint, quart, peck or another generally accepted measure of quantity.

7. Quality Control: GFAM management reserves the right to ask a vendor to remove any inappropriate produce and other items of an unacceptable quality from the market.

SEASON DATES

April 13 – September 7* 2024 (21 dates)

Saturdays, 10 a.m. – 4 p.m.

April 13, 20 and 27;

May 4, 11, and 25; *

June 1, 8, 15, 22 and 29;

Saturdays, 9 a.m. – 2 p.m.

July 6, 13, 20, 27;

August 3, 10, 17, 24 and 31;

September 7

***There will be no GFAM during Main Street Fest on May 18.**

Any vendor in violation of any of the above policies may be permanently removed from the GFAM and no refunds will be given.

Hold Harmless and Indemnity Agreement
Grapevine Farmers & Artisan Market
April 13 – September 7, 2024

I, _____, the Undersigned, binding my heirs, executors, administrators, estate and assigns, do hereby agree to completely and wholly release, indemnify and hold harmless the Grapevine Convention & Visitors Bureau, City of Grapevine, its officers, agents, independent contractors, and employees for any and all claims, damages, harm, personal injury, including death, property damage, lawsuits and judgments, including court costs, expenses and reasonable attorney's fees, and all other expenses resulting from the activities, programs, and events occurring on the above-stated date of the stated event in Grapevine, Texas.

It is the understanding of all parties that this release, indemnity, and hold harmless agreement shall apply whether or not the claims, damages, harm, personal injury, including deaths, property damage, lawsuits, judgments, court costs, attorney's fees or any other expense arise from the negligence of whatever nature, omissions, willful or intentional acts of the vendors or vendor's officers, agents, employees, independent contractors, other representatives, invitees, licensees, or guests.

If this vendor is other than an individual, vendor certifies, warrants and represents that the individual whose signature appears below is duly authorized to execute this Agreement on behalf of the firm, corporation, partnership or other entity who is the vendor.

IN WITNESS WHEREOF, this Agreement has been executed this ____ day of _____, 2024

Vendor: _____

Signature: _____

Printed Name: _____

Title: _____

STATE OF _____ COUNTY OF _____

Before me _____ on this day personally appeared _____ known to me (or proved to me on the oath of _____) or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this ____ day of _____, A.D. _____.

(Seal)

Notary Public In and For The State of _____.

My Commission Expires _____.



Grapevine Farmers & Artisan Market
Grapevine, Texas
April 13 – September 7, 2024
Official Vendor Application

Please PRINT or TYPE neatly.

Business Name: _____

Contact Name: _____

Mailing Address: _____

City, State, Zip: _____

Daytime Phone: _____ Alternate Phone: _____

E-mail: _____

Website/Social (if applicable): _____ TX Sales Tax ID # _____

REQUIRED: List items that you are displaying or selling during Grapevine Farmers & Artisan Market in the space below. Please be specific and include a price range.

Have you been a vendor at Grapevine Farmers & Artisan Market before? (circle one) Y N

Would you like to pre-pay for the season or weekly? (circle one) SEASON WEEKLY

Miscellaneous Information: Grapevine Farmers & Artisan Market will take place RAIN or SHINE. The Grapevine Farmers & Artisan Market and Grapevine Convention & Visitors Bureau (CVB) will not assume responsibility for damage or theft of your property. Vendor is responsible for submitting all applicable taxes directly to the proper agency. **Electricity and water are limited and prior arrangements must be made with management. No generators or space heaters allowed. All sale and display items must be contained within assigned area. Please note: Submission of an application does not guarantee acceptance.** The CVB reserves the right to approve products and will not offer any product exclusives.

**Grapevine Farmers & Artisan Market Hours:
Saturdays, 10 a.m. - 4 p.m. (April – June) & 9 a.m. – 2 p.m. (July – September)**

**There will be NO Grapevine Farmers & Artisan Market during the week of
Main Street Fest, Saturday, May 19, 2024.**

Please use this area for comments or requests. Designate dates being requested. Preference is given to season long vendors.

Vendor Checklist:

- Hold Harmless agreement signed and notarized**
- Completed application (on file until September 7, 2024)**
- Photo of merchandise (artisans only)**

(For official use only)

Business: _____
Name: _____
Placement: _____
Address: _____
Phone: _____

I have read and understand the policies and procedures for the Grapevine Farmers & Artisan Market. I agree to follow all rules and regulations set forth by the Grapevine Farmers & Artisan Market management and understand that failure to do so can result in immediate expulsion without refund. I will have no dogs, cats, reptiles or pets of any kind, illegal substances, alcohol or weapons on my person, my table or my vehicle during the Grapevine Farmers Artisan Market.

Signature

Date

Email applications to: kdobecka@grapevinetexasusa.com