



Dear Grapevine Artisans Market Applicant,

The Grapevine Convention & Visitors Bureau (CVB) invites you to apply to participate in the 21st Annual Grapevine Artisans Market, an open-air, European-style 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 12 – September 6, 2025
- HOURS - 10 a.m. – 4 p.m. (April – June) 9 a.m. – 2 p.m. (July – September)
- VENDOR BOOTH FEES

| | DAY | FULL SEASON |
|-------------------------------------------------------|------|-------------|
| ○ 10'X10' Space - <i>bring your own tent</i> | \$35 | \$665 |
| ○ Pavilion Space | \$45 | \$855 |
| ○ Main St. Merchants - <i>10'x10' space-need tent</i> | \$30 | \$570 |

The market offers Texas-made items only. All products sold at the market shall be grown or produced within the geographic boundaries of the State of Texas. Distributor, Direct Marketing, MLM-type products are not allowed. Hemp-based or CBD products are not allowed.

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, and 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.

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We thank you for your interest!

Grapevine Convention & Visitors Bureau

VENDOR RULES AND REGULATIONS

(Initial boxes to agree to policies/requirements.)

☐ The Grapevine Artisans Market 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 12 - September 6, 2025.**

1. The market managers have the final authority, on-site, to interpret and enforce rules and regulations related to the market. Vendors that do not comply with instructions and/or the policies and regulations of the market may be removed and disqualified from future markets.
2. All vendors must sign an agreement stating they will comply with the rules and regulations of the Grapevine Artisans Market and agree to follow the instructions of the market managers.
3. All products sold at the market 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 or CBD 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 Grapevine Artisans Market. 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 Grapevine Artisans Market.
 - 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 market manager beforehand.

☐ **VENDOR COSTS**

| | DAY | FULL SEASON |
|---------------------------------------------------------|------|-------------|
| 1. 10'X10' Space - <i>bring your own tent</i> | \$35 | \$665 |
| 2. Pavilion Space | \$45 | \$855 |
| 3. Main St. Merchants - <i>10'x10' space-need tent</i> | \$30 | \$570 |
| 4. 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 28, 2025** (no refunds issued).
5. **All vendors must confirm participation by Wednesday at 2 p.m. preceding the market date 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 market 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, tent weights, sandbags, 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 market 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 market 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 market (vehicles must be parked at the far east end of the lot).
2. Limited ADA parking is available.



WEATHER

1. The Grapevine Artisans Market is open rain or shine.
 - a. If extreme weather conditions arise, to maintain the safety of shoppers and vendors, the market may close without notice.
2. There are no refunds or payment transfers for inclement weather.
3. The market does not provide shelters from rain, sun, wind, etc.
4. The market 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 Grapevine Artisans Market.
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 market, including treating fellow vendors and market management with respect and courtesy. Shoes and shirts are required at ALL times. Profanity or any other inappropriate conduct or products are grounds for permanent eviction from the Grapevine Artisans Market.
6. The Market Manager's decision to evict a vendor is final. Appeals can be sent to Paula Newman at pnewman@grapevinetexasusa.com.

7. **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.
8. **Quality Control:** Grapevine Artisans Market 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 12– September 6* 2025 (21 dates)

Saturdays, 10 a.m. – 4 p.m.

April 12, 19 and 26

May 3, 10, 24, and 31*

June 7, 14, 21, 28

Saturdays, 9 a.m. – 2 p.m.

July 5, 12, 19, 26

August 2, 9, 16, 23 and 30

September 6

***There will be no Grapevine Artisans Market during Main Street Fest on May 17.**

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

Hold Harmless and Indemnity Agreement
Grapevine Artisans Market
April 12 – September 6, 2025

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 _____, 2025

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 Artisans Market

Grapevine, Texas

April 12 – September 6, 2025

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 Artisans Market in the space below. Please be specific and include a price range.

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

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

MISCELLANEOUS INFORMATION: The Grapevine Artisans Market offers **Texas-made items only**. All products sold at the market shall be grown or produced within the geographic boundaries of the State of Texas. Distributor, Direct Marketing, MLM-type products are not allowed. Hemp-based or CBD products are not allowed. **Grapevine Artisans Market will take place RAIN or SHINE.** The Grapevine Artisans 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 Artisans Market Hours:
Saturdays, 10 a.m. - 4 p.m. (April – June) & 9 a.m. – 2 p.m. (July – September)

There will be NO Grapevine Artisans Market during the week of
Main Street Fest, Saturday, May 17, 2025.

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 6, 2025)**
- _____ **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 Artisans Market. I agree to follow all rules and regulations set forth by the Grapevine Artisans 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 Artisans Market.

Signature

Date

Email applications to: jingram@grapevinetexasusa.com