

**Downtown Belton Business Alliance**  
**Belton Market Days**  
 2023 Vendor Application

( ) APRIL _____	( ) NOV _____	# of Booth(s) _____
Trailer _____	Booth _____	Food Truck _____
Vendor Type: R	F	FT NP SF
Approved _____	Confirmed _____	
Info _____		

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Texas Sales and Use Tax Permit # **(Required and must be active)** \_\_\_\_\_

Food Trucks and Cottage Food- Please attach a copy of required health permits and food handler certificates \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address (Required) \_\_\_\_\_

Electricity is NOT available. Generators are limited and must be approved prior to the event. Loud generators are prohibited.  
 Do you use a generator? YES / NO Type/make of generator \_\_\_\_\_ (Approved \_\_\_\_\_)  
 Do you use a trailer to transport your inventory? YES / NO Size of Trailer \_\_\_\_\_ (Approved \_\_\_\_\_)  
 Do you use a trailer as part of your booth? YES / NO Size of Trailer \_\_\_\_\_ (Approved \_\_\_\_\_)  
 All trailers used for transport or as part of a booth must be approved and require earlier check-in times. Check-in times start at 6:30am for trailers and food trucks. At the end of the event trailers will not be allowed in or out until 4:30pm.

Please describe products sold. (Required)  
 \_\_\_\_\_  
 \_\_\_\_\_

**IMPORTANT NOTICE: Companies such as- Paparazzi, LulaRoe, Scentsy, Avon, Pampered Chef, Color Street, Plunder, Mary Kay, CBD, Vaping & Tobacco products, Animals and all Service Vendors such as Windows, Siding, Real Estate, Insurance, Dentists are prohibited.**

Items that may be sold include arts, crafts, handmade items, select imports and approved commercial products. Items sold must be approved. Limits may be placed on categories so that the show is balanced. We may request photos of your products and/or booth set up.

Booth fee is 75.00 for each 10x10 booth space. Please check event date requested and the total number of booths:

<b>Spring Market</b>	<b>Fall Market</b>	<b>Number of Booths per Event</b>
<b>FULL April 15, 2023</b>	<b>November 18, 2023</b>	<b>Total number of Booths</b>
<b>9:00am – 4:00pm</b>	<b>9:00am – 4:00pm</b>	<b>Total Amount Paid ( ___ Cash ___ CK)</b>

**APPLICATION ACCEPTANCE:** Vendor Application must be complete and paid in full. We must receive your application along with payment 30 days before the scheduled Event Date (Please note- Vendor booths fill up fast). Once application and payment is received and approved you will receive a vendor confirmation by email. If you are not approved you will receive a full refund. After your application has been approved NO REFUNDS or CREDIT will be made. We reserve the right to refuse any applicant for any reason. All applications are subject to final approval by the Downtown Belton Business Alliance and its officers.

**Registration & Payment:** We accept Cash or Checks. Please make check payable to **Downtown Belton Business Alliance or DBBA**. Incomplete applications will not be accepted. Please sign both sides and return the application and payment to: **My Giving Tree 121 N. East St., Suite B, Belton, TX 76513.**

I have read both page 1 and 2 of this application; I understand and agree.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

## RULES & REGULATIONS FOR VENDOR PARTICIPATION

### *To assure a successful and safe event we have adopted the following Rules.*

- Vendor booths** cannot be subleased or assigned any part of the vendor booth to other parties. Vendors are allowed only to promote their product from inside their assigned booth. Displays, chairs, tables, tents and props are to be provided by the vendor. All items including chairs, boxes and any other item(s) must be inside the 10x10 booth(s) and such items may not obstruct another vendor's booth. Weights must be used to secure your tent. Please do not set up on the sidewalks. Vendors may not sit or place items on the sidewalks behind or in front of their booths. If more space is needed we recommend purchasing an additional booth. Please do not smoke in your booth or near other vendor booths.
- Booth location** We cannot promise specific booth locations or guarantee you will not be placed near another vendor that sells similar items. Please know, Belton Market Days is an outdoor event, you and your products will be exposed to the sun and elements. We also reserve the right to relocate a vendor for any reason.
- Age requirements & Animals** All vendors must be 18 yrs old or over. All vendors and person(s) assisting the vendor must abide by all rules and regulations. It is the responsibility of the vendor to make sure the person(s) assisting them understand the event rules. No Animals or Pets are allowed in booths.
- Prohibited Items: Direct Sales, the sale of animals, tobacco, CBD, alcohol, firearms and objectionable material is prohibited.** Vendor may only sell items that are listed on the vendor's application and approved by the DBBA. All applications are subject to approval. We may request pictures of your products.
- Sales Tax** must be collected and reported. This is required by State Law. Vendors are required to have a Texas Sales and Use Tax permit and pay all applicable City and State taxes for merchandise sold at the event. You must provide your Resale Sales Tax payer number on your vendor application. For information on obtaining a Texas Sales Tax permit, please contact the Texas State Comptroller's office at (800) 252-5555 or call (512) 463-4600 in Austin. Information is also available online at [www.window.state.tx.us](http://www.window.state.tx.us). We are not qualified to counsel you on tax laws and requirements.
- Food trucks and food vendors** must provide proof of required Health Certificates and/ or food handler certificates and any other required items.
- Inclement weather.** All attempts will be made to hold the event; however, in the event of inclement weather cancellation will occur. The decision will be made the morning of the event and posted on the Belton Market Days and Discover Downtown Belton Facebook pages. No Refunds or Credits will be given.
- Vendor No Shows and Cancellation.** If you are not able to attend, please inform us by email no later than 7 days prior to the show. No refund or credit will be given for any cancellations. If you are a NO SHOW /NO CALL you can be suspended from future events.
- Disputes.** We reserve the right to settle any disputes.
- Trash.** All Vendors will be responsible for their own trash in and around their booth area, as well as, the disposal throughout the event. Please do not dispose of your trash private trash dumpsters/cans. Please take empty boxes with you. Violators could also be subject to a citation by the City.
- Check-in time starts at 7:00am and ends at 8:30am. (6:30am for Trailers ) The Check-In and Entrance is subject to change in the event of construction. Refer to the event map for details.** Late vendors arriving after 8:30 am will not be allowed to participate. All vendors are required to follow the time schedule outlined. Please allow time for possible delays for the check-in process. Vendors needing extra time can request a 6:30am check-in.
- Set-up.** After check-in and receiving booth assignment, vendors will promptly **unload items only** at the designated booth. We ask that you pull into your booth; this will leave room for others to pass, unload your items promptly. Move your vehicle out of the event area BEFORE SETTING UP. All vendors must have their booth set up before 9:00am. ALL Vehicles must be removed from the barricaded event area before 8:45am.
- Entrance & Exiting.** Vehicles may only enter at the entrance and exit from exits as designated on the Event Map. All traffic is one way.
- Parking.** We have 3 designated parking areas for vendor parking. All Vendors, booth assistants, booth guests, helpers must park in parking lots for vendor parking. Exceptions can be made for disabilities in advance. To be eligible for closer parking you must have a Handicap Parking Permit. Please refer to your parking/ event map. All vehicles in your party will be given a vendor parking pass. This pass must be displayed on your rear mirror while parking and will serve as a vendor check-in ID and will be needed for re-entering the event with your vehicle at the end of the event.  
A. 206 N. Main Street (located behind the Bell County Engineer's office) Trailer Parking.  
B. 301 E. 1st Ave, next to Lena Armstrong Library at the corner of E. 1<sup>st</sup> Ave & Wall St.  
C. Parking lot located at City Hall at 333 Water St.
- Tear Down** is at 4:00pm. Absolutely no vehicles will be allowed inside the barricaded event area between the event times of 8:45am and 4:15pm. **All vendors must teardown tents and pack up their booths before bringing in their vehicle. Vehicles will be allowed in after 4:15pm and Trailers at 4:30pm.** Be prepared to show your vendor ID pass. We ask that your items are packed up and moved close to the curb to allow room for parking and loading. Tear down and pack up must not exceed beyond 5:00pm. For safety purposes vendors must only use the designated entrance and exits. Vendors must not move any barricades!
- COVID-19** Vendors should provide hand sanitizer and follow current CDC guidelines.

### **Liability Release and Acknowledgement**

The Vendor agrees to abide by the rules and regulations as set forth herein and such other rules as may be established or amended by Downtown Belton Business Alliance, and any officers/ persons associated with this event. Vendor will sell only those items or conduct those activities that have been specifically approved in writing. Furthermore, Vendor hereby releases, forever discharges and holds harmless Downtown Belton Business Alliance, assistants, coordinators from any responsibility or liability for loss, claims, damages, theft, negligence, injury, accident, or injury resulting in death from activities conducted in preparation for, during and immediately following Belton Market Days or the use of city premises for those purposes. Vendor assumes full and complete responsibility and will hold harmless Downtown Belton Business Alliance, Bell County, City of Belton, employees, its officers, council members, directors, coordinators, organizers, servants, agents, employees and/or volunteers from any loss, loss of profits, damage, or injury to the person(s) or property of the Vendor or Assistants/agents, Customers or invitees/guests. It is further agreed that Booth Vendor shall maintain his/her booth, merchandise, activities and business practices in compliance with all applicable local, state and federal laws and regulations. Booth Vendor understands that violation or of non-compliance with the release or any rule, regulation, law, ordinance, or decree may result in immediate expulsion of Booth Vendor and his/her exhibit from the event without a refund of any applicable fees paid. Booth Vendor will be responsible for all "booth" setup and take down of merchandise, displays and tents or covers. It is further understood that each Booth Vendor is responsible for assuring that all items in his/her booth are well secured in the event of inclement weather, i.e. wind, rain, etc., and weights must be used to secure all corners and parts of tent used in the booth (along with tables, shelves, hanging racks, etc.), so they cannot blow into or damage another booth operator's booth/merchandise. In the event that any Booth Vendor's tent or any contents of the booth causes damage to another vendor's booth due to negligence on his/her part, the Booth Operator/ Vendor will be responsible for those damages. It is the responsibility of each Booth Vendor to carry insurance for protection. Furthermore, Booth Vendor has read and agrees to adhere to the Vendor Rules, Regulations, and Requirements included in this application and understands that there are no refunds, rain dates or credit once application has been accepted and approved.

**Applicants Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(By signing this application, I acknowledge I have read and agree to the terms, conditions and rules stated in this application)