



MAR _____	APRIL _____	MAY _____	SEPT _____	OCT _____	NOV _____
Booth# _____/_____/_____/_____/_____/_____					
Paid by: Cash / Check / Card			# of Booth(s) _____ per event		
Generator Yes / No			Trailer Yes /No		Trailer in Booth _____
Vendor Type: R F O NP SF Approved/Confirmed _____					
Info _____					

# 2021 Vendor Application

Name \_\_\_\_\_

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

Texas Sales and Use Tax Permit # (Required) \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

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

\*Email Address \_\_\_\_\_

*\*Required for communication*

Describe products sold. (Required)

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT NOTICE:** Direct sales companies such as Paparazzi, Lula Roe, Scentsy, Avon, Pampered Chef, Color Street, Plunder, Mary Kay, CBD products and service vendors such as Windows, Siding, Real Estate, Insurance 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 jewelry and other categories so that the show is balanced. Electricity is NOT available. Generators must be approved prior to the event.

Do you use a generator? YES NO Type/make of generator \_\_\_\_\_ Approved \_\_\_\_\_

Do you use a trailer to transport your inventory? YES NO

If so, do you use it as part of your booth? YES NO Size of Trailer \_\_\_\_\_

*Trailers must be approved and require earlier check-in times and later entrance at the closing of the event.*

Booth fee is 50.00 for each 10x10 both. Check event date requested and the total # of booths:

_____ March 20 (9am-4pm)	_____ September 18 (9am-4pm)	_____ # of Booths Per Event
_____ April 17 (9am-4pm)	_____ October 16 (9am-4pm)	_____ Total # of Booths
_____ May 15 (9am-4pm)	_____ November 20 (9am-4pm)	_____ Total Amount Due

**APPLICATION ACCEPTANCE:** Vendor Application must be complete and paid in full. Deadline is 10 days before the scheduled Event Date or earlier if booths fill up. Once your application has been approved, NO REFUNDS or CREDIT FOR FUTURE EVENTS WILL BE MADE UNDER ANY CIRCUMSTANCES. We reserve the right to refuse any applicant for any reason and are subject to final approval by Downtown Belton Business Alliance and its officers. Incomplete applications will not be accepted.

**REGISTRATION ONLINE & CREDIT CARD PAYMENT:** Email completed Vendor Application to [downtownbeltontx@gmail.com](mailto:downtownbeltontx@gmail.com). When your application is approved, you will a link via email to submit payment online. Once payment is received you will receive a vendor confirmation by email.

**REGISTRATION BY MAIL & PAYMENT BY CHECK:** Make check payable to **Downtown Belton Business Alliance or DBBA**. Sign and return the Vendor Application and payment to: **My Giving Tree 121 N. East St., Suite B, Belton, TX 76513**. Once payment is received you will receive a vendor confirmation by email.

**VENDOR COORDINATOR CONTACT INFORMATION:** Email us [downtownbeltontx@gmail.com](mailto:downtownbeltontx@gmail.com) for questions.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## RULES & REGULATIONS FOR VENDOR PARTICIPATION

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

1. **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. No tent stakes are permitted. Weights must be used to secure your tent and awning. 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.
2. **Age requirements.** All vendors must be 18 years of age. 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.
3. **Prohibited Items: Direct Sales, the sale of animals, 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.
4. **Sales Tax** must be collected and reported. This is required by State Law. Vendors are required to have a Resale Tax ID and pay all applicable City and State taxes for merchandise sold at the event. You must provide your Resale Sales Tax ID # 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.
5. **Food trucks and food vendors** must provide proof of required Health Certificates and/ or food handler certificates.
6. **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.
7. **Vendor No Shows and Cancellation.** If you are not able to attend, a courtesy call is expected 48 hours 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. If you arrive late (after 8:30am) you will not be allowed to participate for that show.
8. **Public address systems, generators** and any other sound equipment that interferes with the success of other vendors may be prohibited upon the discretion Discover Downtown Belton and the event coordinators. We also reserve the right to relocate a vendor for any reason. We also reserve the right to settle any disputes.
9. **Trash.** All Vendors will be responsible for their own trash in and around their booth area, as well as the disposal throughout the event. Any items left behind will be considered trash and disposed of immediately following the event. Violators could also be subject to a citation by the City.
10. **Check-in time starts at 7:00am and ends at 8:30am. 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. Trailers and vendors needing extra time should arrive at 6:30am.
11. **Set-up.** After check-in and receiving booth assignment, vendors will promptly **unload items only** at the designated booth. We ask that you pull up to your booth leaving room for others to pass and unload your items promptly and 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.
12. **Entrance & Exiting.** Vehicles may only enter at the entrance and exit from exits as designated on the Event Map. Please refer to your event map.
13. **Parking.** We have 5 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. Corner of E. 1<sup>ST</sup> Ave & Penelope St. at the Bell County Storage building. C. 301 E. 1st Ave, next to Lena Armstrong Library at the corner of E. 1<sup>st</sup> Ave & Wall St. D. 411 Central Ave Bell County Tax Assessor office. E. Parking lot located next to City Hall at 333 Water St.
14. **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.** 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 exits and entrance. Vendors must not move any barricades!
15. **COVID-19 Help us keep Market Days Scheduled** We ask that all vendors have hand sanitizer for their booths, practice social distancing and properly wear a face mask when not able to social distance. Wash your hands regularly. Be responsible and stay home if you have a fever or do not feel well.

### 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. No stakes are allowed. 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.

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*By signing this application, I acknowledge I have read and agree to the terms, conditions and rules stated above.*