



Bellville Chamber of Commerce

2018 MARKET DAYS ON THE SQUARE

BOOTH APPLICATION

Booth Name: _____ Date: _____

Applicant's Name: _____

Address: _____ City: _____ ST: _____ Zip: _____

Business Phone: _____ Home Phone: _____

Cell: _____ Email: _____

Tax Permit #: _____ Website: _____

Items to be sold: _____

Vehicle(s) Make, Model and License Plate: _____

Date	No. of Booths	Price Per Booth	Total Paid	Check #	For Office Use Only
					Booth #
Feb 3		\$45.00			
Mar 3		\$45.00			
Apr 7		\$45.00			
May 5		\$45.00			
Sep 1		\$45.00			
Oct 6		\$45.00			
Nov 3		\$45.00			
*Dec 1		\$75.00			

Special Events:
***Nov 30 - Bellville's Annual Small Town Christmas Celebration**

Please sign this page and return with your check, money order or credit card information below to hold your space. Please note that there is a \$2 processing fee for credit card payments.

Keep the rules section for your future reference.

I, _____ (Print Name) have read and agree to comply with the rules and regulations set forth on the Market Day Booth Application and Rules Pages.

Signature _____ Date _____

<input type="checkbox"/> Pay Booth Space with Credit Card and / or:	
<input type="checkbox"/> Hold Credit Card # on file	VISA _____ MASTERCARD _____ DISCOVER _____
16 Digit Card # _____	Expiration Date: _____
Credit Card Billing Zip Code: _____	3 Digit Security Code: _____
Signature: _____	Date: _____

Mail Booth Application and Payment to:
 Bellville Chamber of Commerce * 742 W. Main St * Bellville Texas 77418

Booth Exhibitor Rules

2018 Market Day Rules & Regulations

Sign up Process: To retain a specific booth assignment and ensure your spot at the desired event, two things must be on file at the Chamber Office by 5:00 PM Wednesday ten days prior to specific event date:

- a. Signed Application (one per calendar year)
- b. Payment in Full for the event day

If these two requirements are not met, space availability cannot be ensured. Returning vendors may keep their application on file for the entire year and generally retain their booth assignment for the entire period. However, no expectation should be held that a booth assignment will be retained from the previous month's event if payment is not processed 10 days prior to the event regardless of how long the vendor has held that spot. The Chamber Office will send out a list of vendors two weeks prior to a Market Day event. The Chamber Office will attempt to contact regular vendors if their payment is not received by the deadline, but will not be held responsible if that vendor does not make payment on time and loses their assignment. Assignments will not be reserved after the deadline if payment is not received.

Last Minute Sign Up: If all **Sign Up Process** items are met after the deadline but prior to the event start and there is available space, a space will be assigned to the vendor. No spaces will be assigned after start of the event.

Booth Assignments: Booth spaces are approximately 10'x10'. Your booth will be assigned a number which will be indicated in the event area when you arrive. If the marker is unclear or not present, please contact the Market Day Staff. The final Booth assignments with a map will be emailed the Wednesday prior to the Saturday Market Day and will also be posted on the door of the Chamber by noon the Friday prior to Market Day. Booth assignments will only be given AFTER all **Sign Up Process** items have been complete. This assignment will not be changed once assigned without notifying the vendor. The vendors are all located in a public parking lot that cannot be closed to the public until the event. On the rare occasion that a car is parked in a vendor's spot, everything will be done to contact the owner to have them move it. The Chamber cannot move or have the vehicle towed. If the vehicle cannot be moved, the vendor has the option of requesting a reimbursement or will be offered an alternate spot. If no spots are available a refund will be offered.

Communications: Market Day communications are primarily via Facebook and email. We use the phone only as back up. If a vendor does not have access to Facebook or email, they should contact the Chamber prior to an event to ensure their space is secured. Please allow 24 hours minimum for an email response. IF a vendor expects to attend and hasn't received the two scheduled emails, they should call the office to follow up. The map will be sent out by email the Thursday prior to the event.

Setup on Event Day: Chamber Officials will be on site starting at 6:30 AM on the day of the event. They will set up the booth space markers at that time. By city ordinance, booth space markers are NOT allowed to be permanently affixed to the road. Vendors who set up their booths before the markers are set up risk having to move their booths. Only the official markers will be used to identify booth location. Setup must be completed by 9:00 AM. All vehicles must be removed from the area by 8:45 AM- no exceptions. All vendors are to be respectful to other vendor's space/s. Vendors are to pull up to their space/s carefully, unload and remove their vehicle **immediately**. This allows space for other vendors to do the same with no accidents. Vendors are also to drive slowly and check behind them if a need to backup arises.

Vendor Parking: Vendors must park their vehicles in public parking areas or side streets more than one block from the square. The City Hall parking lots are both located on South Holland less than a block from the square. The Mini Park lot is now the site of a produce market and is no longer available for vendor parking. For the December events, Market Day vendors will be notified before the events of specific vendor parking areas. **NO PARKING AT ANY TIME IN THE EVENT AREA, WELLS FARGO PARKING LOT OR IN FRONT OF BUSINESSES ON THE SQUARE.** This includes motorcycles. These spaces are reserved for the customers of the businesses and Market Day customers.

Make checks payable to: Bellville Chamber of Commerce or BCOOC

Booth Exhibitor Rules

2018 Market Day Rules & Regulations

Break Down on Event Day: Break down is at 4:00 PM. **No vehicles may come into the Vendor area until 4:00 PM.** Vendors who sell out of all products before 4:00 PM may break down their booth but may not bring vehicles into the event area. In this event, the vendor must notify the Chamber of their intentions before packing up to leave.

Booth Cancellations: Booth cancellations must be made in writing (email notifications will be accepted) and received at least ten days in advance of Market Day in order to receive a refund. Cancellations made after 5:00 PM 10 days prior will NOT receive a refund. This is a RAIN or SHINE event. No refunds will be made for inclement weather.

Event Cancellation: In the rare occasion that an event could be cancelled due to inclement weather, the chamber office will email all attending vendors the Monday prior to the event and post the possibility on Facebook. The decision to cancel will be made no later than the Friday prior to the event. The event will be cancelled if the forecast indicates thunderstorms, high winds, consistently high percentage of precipitation all day, temperature over 105 F or below 20 degrees. Every effort will be taken to ensure that vendors are notified with sufficient time to prevent excessive inconvenience. In the event of a cancellation, vendors who paid for their spot WILL receive a credit towards a future event. Vendors may STILL setup on the event day but there will be no staff to support the event and their refunds will be forfeited.

Product Descriptions: All vendors will submit a product description. This description will be used to ensure that vendors with like products are not placed next to each other. Vendors are not allowed to change their product line without contacting the Chamber. This requirement is important to ensure that like products are not sold near each other. If a product is changed without proper notification, the chamber will ask that the product be removed and the booth fee may be lost. This is in the best interest of all vendors. Additionally, only one vendor is allowed per spot. A vendor may have separate product lines but only one business may be represented per booth.

Professional Decorum: This is a family event and is focused on the general public. Also, we respect all our vendors and want to give them an environment where they can be prosperous. For this reason proper decorum must be maintained during the event. No “barking” is allowed. Also, we have the right to refuse any items for sale we feel are unacceptable or not in the best interest of “Market Day on the Square”. Items NOT allowed: Weapons, Satanic items, resale or garage sale items or any other items prohibited by law. We have the right to ask any vendors to leave who are not complying with the rules or not conducting themselves in a professional manner.

Returned Checks: Any check returned for insufficient funds will be charged an additional \$35.00

Generators: Large trailers and/or vendors with generators will be assigned to particular areas and will be charged for additional space. There is no electricity or water available. All generators must be “quiet”. Vendors are allowed small “quiet” generators.

Direct Sale Companies: Only one booth will be allowed at each Market Day for each direct sale company. These companies include, but are not limited to - Tupperware, Discovery Toys, Usborne Books, Lula Roe, Scentsy, Thirty One, etc.

Liability: Vendors are responsible for their own merchandise, security and liability of their booth/s and persons. Vendors shall indemnify and hold The Bellville Chamber of Commerce and/or the City of Bellville harmless from any and all loss. The Chamber is not responsible for any fees incurred by the vendor to attend the event. The Chamber is not responsible for any losses incurred due to cancellations other than any fee paid to the Chamber for the event.

Clean up: All garbage, boxes and bags must be picked up and taken with you. No garbage, boxes or bags are to be left behind in the booth space, in city receptacles or next to the city receptacles

Make checks payable to: Bellville Chamber of Commerce or BCOC