

Last updated 09/29/21

## Speegleville Volunteer Fire Department Trade Days

### Q & A

#### **What are Trade Days?**

Trade Days are an opportunity for vendors to come together in one central place in our Speegleville community to sell their products or services.

#### **Why do Trade Days?**

Create a venue for vendors to sell their products or services.

Generate donations for operational costs associated with SVFD.

#### **What are the requirements to participate in Trade Days?**

Read the Trade Days Handbook.

Complete the Trade Days Vendor Application and the Indemnity Agreement and email to email to [tradedays.svfd@speeglevillefd.org](mailto:tradedays.svfd@speeglevillefd.org)

Note: The Vendor Application and the Indemnity Agreement only need to be filed once a year.

Trade Days year is from September thru August.

#### **Where are Trade Days held?**

On property behind the Speegleville Fire Department Fire Station.

Address: 139 N Speegleville Road

Waco, Tx 76712

#### **When do Trade Days occur?**

The **first** Trade Days will occur (weather permitting) on Saturday September 25, 2021.

The current plan is to host a Trade Days once a month on the 4<sup>th</sup> Saturday of the month.

Dates can be changed to avoid conflicts with some holidays. Be sure to check the Fire department Website here <http://www.speeglevillefd.org/events/> for exact dates.

#### **What are the hours of Trade Days?**

Vendor registration and setup is from 7:30am to 9:00am

Trade Days open time is from 9:00am until 1:pm

**What is the vendor cost?**

A suggested donation of \$35 for a 10'x10' space.

**How many vendor 10x10 spaces are available?**

Space is available for approximately 62 vendor 10'x10' spaces.

As many 10'x10' spaces as desired can be secured from the available 10'x10' spaces at a \$35 donation per space.

**How do I register for a vendor space?**

If this is your first time to attend Trade Days as a vendor, see the process described below:

Visit [www.speeglevillevfd.org/events](http://www.speeglevillevfd.org/events) to download the Trade Days Vendor Registration and Indemnity Agreement. Fill out the two required forms and email to [tradedays.svfd@speeglevillevfd.org](mailto:tradedays.svfd@speeglevillevfd.org) or print the forms and bring with you to Trade Days. (Note: The two required forms are only needed once a year. The Trade Days year is from September thru August.) Once forms are on file, only check in with the Trade Days manager at the Vendor Registration canopy.

If the Vendor has already filed the two forms discussed above for a previous Trade Days, the Vendor need only check in at the Trade Days Registration.

Vendor registration and/or check in occurs the morning of the Trade Days from 7:30 a.m. to 8:45pm at the Trade Days grounds. Look for the Vendor Registration sign near the Vendor Registration canopy.

You will be given a receipt for the donation. This receipt will serve as your Vendor entrance Pass onto the Trade Days grounds. Check in at the Trade Days grounds for directions to your assigned vendor space.

**Any details on vendor space?**

Each space is 10'x10'.

Vendor will provide their own tables, chairs, canopy, etc.

At the end of Trade Days nothing can be left behind. Vendor space must be clear.

All trash must be taken with you. Each vendor is responsible for management of his own trash.

**Any utilities available (water, electricity, porta-potties)?**

No utilities. The donation covers only the 10'x10' space.

**Can garage sales use the vendor space/s?**

Yes, but all items must be removed from the Trade Day grounds by 2:00pm.

**Can food be sold in vendor spaces?**

Yes. Each food vendor must be in compliance with any county or state related rules and permits.

**What vendor payment options are available for the \$35 vendor donation?**

Cash, Credit Card(M/C)

**Can I reserve a specific vendor space in advance?**

No, Vendor spaces are assigned by the Trade Days Manager when you register. The Manager will have a name tag indicating they are Trade Days manager and their name.

**Who is available to answer questions or handle problems on the day of Trade Days?**

Fire Department board members and Nickki Quinn. They will have a name tag identification.

**Where can I get a copy of Trade Days Handbook and any other needed paperwork?**

All needed information for participation in trade days is located on the Fire Department Website: <http://www.speeglevillevfd.org/events>

**What happens if a rainout occurs?**

Your donation will be honored with a rain check. Fire Department treasurer Nancy Cross will issue the rain check which will be good for one year. Should Trade Days be canceled for whatever reason, the Fire Department Website will have that notification placed on the home page. [www.speeglevillevfd.org](http://www.speeglevillevfd.org)

**Should a returning or new Vendor notify Trade Days they plan to attend?**

**YES**, knowing that a Vendor is planning to attend gives the Trade Days manager important information that is needed to plan for a specific number of Vendors attending. If all Trade Days space is filled for the event, the Trade Days manager can notify the Vendor and place the Vendor on standby status for the event should another Vendor cancel.