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# Speegleville VFD Trade Days Market

Approved by the Speegleville Volunteer Fire Department Board of Directors

**100%** of all donations benefit the Speegleville Volunteer Fire Department (SVFD)

## VENDOR HANDBOOK

**Note: Completing the executed Vendor Application and Indemnity Agreement before registration is strongly encouraged and should be emailed to [tradedays.svfd@speeglevillefd.org](mailto:tradedays.svfd@speeglevillefd.org)**

# 2021-2022

## **Code of Conduct**

Minimum expectations for all Vendors are that they be reliable, set up to greet customers for the opening of Trade Days, and keep a good, positive attitude for the duration of the Trade Days Market hours. Vendors are expected to meet these expectations, in addition to complying with the Trade Days Market Rules and Regulations, to be allowed to continue to participate at Trade Days Market. Professional decorum is necessary to the success of Trade Days Market.

Concerns or complaints may be discussed with the Trade Days Market Manager on-site before or after the Trade Days Market hours. If for any reason they are unable to resolve the issue, they will contact the SVFD BOARD. One or more SVFD Board members will be present at all Trade Days Market with a name tag ID.

## **General Vendor Guidelines**

- SVFD Board will have final approval of all Vendor participation and final authority on-site to interpret and enforce rules and regulations.
- Vendors not complying with instructions or rules of Trade Days Market will be considered in material breach and default of the agreements and may be asked to vacate the Trade Days Market premises.
- The SVFD Board may, at its sole discretion, revise the Rules and regulations, and may alter operations of the Trade Days Market at any time. This Vendor Handbook will be on the SVFD Department website at [www.speeglevillevfd.org](http://www.speeglevillevfd.org). It can be downloaded and printed.
- Vendors agree to comply with the rules of Trade Days Market and abide by the final decisions of the SVFD Board.
- The SVFD Board reserves the right to reject any Vendor application.
- Trade Days Market event is primarily a Market place for Arts & Crafts Vendors, food Vendors and farmers.
- Vendors and their employees are responsible for complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.
- All Vendors, without exception, must sign the Vendor Application & Indemnity Agreement annually before they can sell at Trade Days. (September-August)
- Vendors are responsible for complying with Texas Sales Tax rules and regulations.
- The Trade Days Market and immediate vicinity is a “Family Friendly” area and all are expected to act appropriately.

- Foul language, profanity, or other rude behavior is not permitted.
- Consumption of alcohol or use of illegal drugs or operating under the influence is not permitted and is grounds for permanent exclusion from Trade Days Market.
- Loud music cannot be played unless approved by Trade Days Market Manager.

### **Operating Rules**

- To participate in Trade Days Market both the Trade Days Market Vendor Application and the Trade Days Market Indemnity Agreement must be completed. This process is necessary only once a year. A year is from September-August.
- Trade Days Market event hours are 9:00 am to 1:00 pm.
- Vendors should arrive no earlier than 7:30am and should be setup and ready to greet customers no later than 8:45am. Vendors must be packed and leave the Trade Days Market grounds by 2:00 pm.
- Tents or canopies are limited to 10'x10'. Tent or canopies must have attached weight on each of the four canopy legs sufficient to anchor tent or canopy in the event of high winds.
- Vendors must be able to set-up and tear-down all booth equipment and merchandise independently.
- For the safety of our customers, there will be no Vendor loading or unloading between 9:00 am and 1:00 pm. During these hours, merchandise must be hand carried into and out of the Trade Days Market grounds. Automobile traffic onto the Trade Days Market grounds between 9:00am and 1:00 pm is not permitted.
- If food products are offered by a Vendor, compliance with the rules and regulations established by the Texas Department of State Health Services (TDSHS) is required.
- The Vendor is solely responsible and liable for any claims and damages resulting from the sale of unsafe, unapproved, or unsound foods.
- Vendors are responsible for the collection and removal of their Vendor generated trash. Leave your Vendor space as clean as it was found.

### **Space Assignment**

Trade Days Market will work to ensure all Vendors have an appropriate Vendor space. The goal is to provide a wide variety of goods at the Trade Days. Vendor space reservations will not be taken. Vendor space will be first-come, first-served.

### **Suggested Vendor Space Donation**

\$35 for all Vendors

Vendor space donation is in person during the Vendor registration process.

The forms of donation are Debit/Credit card or cash. Checks will not be accepted.

## **Cancellation**

There are no refunds for Vendor cancellations. An example of a Vendor Cancellation would be Vendor leaves the event before it is over. Should a Trade Days Market date be cancelled due to weather, Vendor donation will be applied toward the next Trade Days Market date.