

# 2016 H2Grow Vendor Guidelines

## H2Grow Details

Date: Saturday, April 23, 2016

Location: Katherine Rose Park  
303 N. Walnut Creek Dr.  
Mansfield, TX 76063

Hours: Setup: 7-9am  
Open to Public: 10am-4pm  
Breakdown: 4-5pm

## General

- **H2Grow is catered to eco/environmentally friendly products and businesses (i.e. locally produced products, recycled crafts/jewelry, reclaimed products, environmentally friendly services, etc) and farmers.**
- H2Grow is a juried vendor fair. Only Applicants that have submitted an application and have been accepted as a vendor will be permitted to participate as vendors in the event.
- Submission of an application does not guarantee acceptance, nor does previous participation in a City of Mansfield event. Each event is considered separately.

## Application Process

- Each proposed vendor must submit a completed Vendor Application for H2Grow. All applications must be received no later than Wednesday, March 30, 2016. Max of 2 booths per company.
- Fees: All fees of accepted vendors will be due by Wednesday, April 6, 2016. Payment is **NOT** due with submission of an application. Accepted vendors will be able to make payment via phone or in person at the Mansfield Activities Center (MAC).
- Please read the application carefully. Incomplete applications may not be considered.

## Booth Assignments / Set-up

- Booth set-up time will be provided to Vendors on Saturday, April 23 beginning at 7am. All Vendors must be set up by 9am.
- When you arrive, stop by the playground at the park to check in and pick up your vendor packet.
- You will be able to drive your vehicle on the sidewalk in the park. You may **ONLY** enter through the entrance closest to the playground. You will be directed toward your booth at check in.
- Once at your booth, please unload all of your materials and move your vehicle immediately. ONLY Farmers Market vendors will be allowed to leave their vehicle in the event site, if needed.
- Please do not move to another booth space or swap booth locations with another vendor. Booths are carefully assigned to avoid direct competition.
- Vendors will be provided a booth space of approximately 10'x10'.
- Tents, tables, chairs, and electricity are NOT provided.
- Quiet generators are allowed, if needed.

## Booth Guidelines

- Each Vendor shall operate its business during H2Grow in a good and workmanlike manner, using best efforts to comply with applicable rules and regulations and protect the safety and welfare of the patrons, invitees, and guests of H2Grow and the City of Mansfield.
- Each Vendor is responsible for delivery, assembly, maintenance, disassembly, and removal of all its property, including without limitation: booth set-up, booth break-down, and booth clean-up. Each vendor shall operate its business during **ALL** hours of H2Grow.
- **Each Vendor shall display and offer for sale only such merchandise as identified in its Vendor Application.** H2Grow staff reserves the right to refuse any display or items sold deemed inappropriate. The staff decision is final.
- Each Vendor shall, at all times, be and remain responsible for its own booth and all property located therein, including without limitation, display equipment and materials, merchandise, inventory, and money. No insurance of any kind will be

furnished for the Vendor. H2Grow and the City of Mansfield will not be able to make change.

- Sales: All proceeds of a Vendor's sales shall be retained by the Vendor. Each Vendor is responsible for collection and remittance of all taxes relating to its sales and for indemnification of and hold the City of Mansfield and H2Grow harmless from any failure by the Vendor to collect and remit such taxes in accordance with applicable law. The City of Mansfield does not guarantee sales at H2Grow.

#### **Clean-up**

- No Vendor will break-down before 4pm. Each Vendor must vacate the premises by 5pm.
- Booth area must be left clean. Trash must be left in receptacles or carried out.

#### **Cancellations**

- If you need to cancel your Vendor Application before the application deadline, please notify us as soon as possible.
- No refunds will be made to Vendors who cancel after they have been accepted to H2Grow and have paid.
- If you cannot make it on the day of H2Grow, call 817-728-3680 or email [mary.jones@mansfieldtexas.gov](mailto:mary.jones@mansfieldtexas.gov) as early as possible (no refunds will be issued).
- H2Grow will go on rain or shine.

#### **Parking**

- We will have designated vendor parking. If accepted, vendors will be notified of where to park.

#### **Miscellaneous**

- Marketing: The City of Mansfield will be advertising H2Grow on the City of Mansfield's website, Facebook page, and DFW Craft Shows. Other marketing venues are currently being determined. Vendors are encouraged to market and promote their business and events via their social media, customers, and word of mouth to contribute to the success of the event.
- Vendor Health Permits: Vendors selling a food product of any kind are responsible for knowing and abiding by the policies set forth by Tarrant County Health Department. Vendors will be required to display a current Health Permit issued by Tarrant County.

Please keep a copy of the Vendor Guidelines for future reference and for your records.