

2016 Spring Wisteria Street Market Vendor Guidelines

Wisteria Street Market Details

Date: Saturday, May 14, 2016

Location: Mansfield Activities Center (MAC)

106 S. Wisteria St.

Mansfield, TX 76063

Hours: Early Setup: Friday, May 13th from 6-9pm

Setup: 8-9:30am

Open to Public: 10am-4pm

Breakdown: 4-5pm

General

- Wisteria Street Market 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 Market.
- 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 Wisteria Street Market. All applications must be received no later than Saturday, March 26, 2016. Max of 2 booths per company.
- Wait List: A wait list will be established for Applicants after the capacity has been met. Applicants will be notified of their acceptance as a vendor in the Market, if a spot becomes available. Payment will be due at time of acceptance.
- 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.

Silent Raffle

- Each vendor is asked to donate an item for our Silent Raffle. The item must have a minimum value of at least \$15 and be no more than \$50. Donated items must be dropped off at time of check-in.
- Guests will be able to purchase tickets to put towards items of their choice for a chance to win the item.
- Proceeds will benefit Keep Mansfield Beautiful.

Booth Assignments / Set-up

- Booth set-up time will be provided to Vendors beginning Friday, May 13 from 6-9pm and Saturday, May 14 beginning at 8am. All Vendors must be set up by 9:30am on Saturday, May 14.
- When you arrive, stop by the front desk of the MAC to pick up your vendor packet and drop off your donated item for the Silent Raffle.
- You may enter through the front doors of the MAC, side doors between the MAC and the library, or back doors behind the gym. The garage door in the gym will also be open for access to the gym.
- Please do not move to another booth space or swap booth locations with another vendor. Booths are carefully assigned to avoid direct competition.
- Two chairs will be provided with every booth.
- Table rentals need to be reserved on the Vendor Application and will be paid for in advance if accepted. Tables will be available upon the Vendor's arrival for booth set-up. A limited number of tables are available; tables will be provided on a first come, first serve basis.
- Electrical outlets need to be reserved on the Vendor Application and will be paid for in advance if accepted. A limited number of electrical outlets are available. Vendors will be responsible for their own extension cords. Electricity will be provided on a first come, first serve basis.
- One vendor per direct sales company will be allowed (not all companies guaranteed a booth).

Booth Guidelines

- Each Vendor shall operate its business during Wisteria Street Market 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 the MAC 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 Wisteria Street Market unless given specific permission by the Recreation Coordinator for the MAC.
- **Each Vendor shall display and offer for sale only such merchandise as identified in its Vendor Application.** Wisteria Street Market 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. Wisteria Street Market and the MAC 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 MAC and Wisteria Street Market harmless from any failure by the Vendor to collect and remit such taxes in accordance with applicable law. The MAC does not guarantee sales at Wisteria Street Market.

Clean-up

- No Vendor will break-down before 4pm. Each Vendor must vacate the premises by 5pm.
- You may leave rented tables in your booth space.
- 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 Wisteria Street Market and have paid.
- If you cannot make it on the day of Wisteria Street Market, call 817-728-3683 or email mary.jones@mansfieldtexas.gov as early as possible (no refunds will be issued).
- Wisteria Street Market will go on rain or shine. In the case of bad weather, outdoor vendors will be moved to one of our indoor vendor rooms. No refunds will be issued due to bad weather.

Parking

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

Miscellaneous

- Marketing: The MAC will be advertising Wisteria Street Market on the City of Mansfield's Facebook page, our spring recreation guide, and DFW Craft Shows. 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.
- If you need assistance at any time during Wisteria Street Market, please let one of our staff know. Staff is able to watch your booth for a few minutes if you need to use the restroom or purchase food.

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

Statement of Release

I have read the rules and regulations of Wisteria Street Market and agree to abide by the established rules. I understand if I do not abide by the rules and regulations, I will be asked to remove all merchandise and a refund will not be issued. I realize that if I cancel my registration, I will not be issued a refund. I hereby release the City of Mansfield, the Mansfield Activities Center, and Wisteria Street Market staff, its employees, agents, and volunteers from all responsibility in the event of a personal injury, or loss, damage, or theft of merchandise.

Signature

Date

Print Name

Business Name