

New Waverly Public Library 2nd Saturday Market Day

Registrations can be completed by mailing your application and check (payable to New Waverly Public Library) to 9372 TX-75 S, New Waverly, TX 77358 or stop by the library Monday – Friday from 11 am – 6 pm or via email to nwplmarketday@gmail.com.

Space Information:

All vendor spaces are 10' X 10'. Vendors must provide all equipment necessary for their operation (canopy, tables, displays, signage, lights, etc.) All canopies must be secured by weights or other means. All signs, displays, chairs and other property must remain within the confines of the booth.

This is an Outdoor Event

Vendor/Organization: _____

Contact Name: _____

Phone: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Email Address: _____

Website (if available): _____

Type of Booth: (ex: food, produce, clothing, arts and crafts) _____

Product information: (Please provide a brief description(s) about your product(s) that will be available in booth(s). Some items may need prior approval.)

NON-REFUNDABLE 10x10 Booth rentals are \$35.00 Limited number of 6' tables available at \$10 each.
Refunds only issues if NWPL 2nd Saturday Market Day cancels the event

Number of 10x10 Spaces Qty (____) x (35) = _____

Number of 6ft folding tables Qty (____) x (10) = _____

Grand Total \$ _____

SPACES ARE NOT OFFICIALLY RESERVED UNTIL PAYMENT IN FULL IS RECEIVED

Returned Checks: There is a \$50 charge on all returned checks.

Office use:

Person accepting Form and payment: _____ Date: _____

Paid In Full Cash/Check \$ _____ Check # _____ Show Date: _____

New Waverly Public Library 2nd Saturday Market Day Vendor Rules

1. New Waverly Public Library 2nd Saturday Market Day's (NWPL 2nd Saturday Market Day) hours are 9:00am until 3:00pm on Saturday.
2. Unloading and setup will be available beginning 7:00am on Saturday. Vendor vehicles/trailers cannot block the driveway, drive thru, or any entry area 30 minutes prior to start time or during the entirety of the event.
3. A vendor may be relocated if not in their designated booth by 8:00 a.m. Saturday.
4. Spots must be set up by 9:00 am on Saturday
5. Check in with the NWPL 2nd Saturday Market Day Staff before setting up each month. Assignment of rental space will be determined by member of NWPL 2nd Saturday Market Day staff. Spaces are not selected by Vendors, but requests may be made.
6. Spots are to be paid for before merchandise is put on display.
7. All vendor spaces are 10' X 10'. Vendors must provide all equipment necessary for their operation (canopy, tables, displays, signage, lights, etc.). All canopies must be secured down with weights or other means. All signs, displays, chairs and other property must remain within the confines of the booth.
8. You can begin to breakdown your tents, items, displays on Saturday at 3:00 p.m. but no earlier. If you must leave for an emergency before this, you must inform the NWPL 2nd Saturday Market Day staff and tear down within the boundaries of your spot and must walk all your stuff out to your vehicle.
9. No one can pull up to their spot before the market day end time for any reason. Vendors may be fined \$20 for packing up before the ending time of the market day and cannot renew or set up until the fine is paid.
10. Disassembly and cleanup needs to be completed within 2 hours after closing.
11. To renew your spot for the next month's Market Day, you must pay by 6:00 p.m. on the Wednesday following the current Market Day to the library staff. Your non-refundable payment will be due at this time. If you do not reserve your spot at this time, your spot may become available to other vendors. You can still sign up at a later date, but your spot is not reserved until your payment is received.
12. No refunds or transfers allowed unless the event is cancelled by the NWPL 2nd Saturday Market Day. One carryover per year is allowed for emergencies.
13. We reserve the right to assign spaces and location on a space availability basis. We also reserve the right to make variations in space layout and space assignments as deemed necessary.
14. NWPL 2nd Saturday Market Day does not guarantee that you will be the only vendor selling a certain product. We do try to discourage duplicate products, but it is not a guarantee, and no money will be refunded as a result of this.
15. Electricity is not available to vendors You must bring your own power supply if such is required for your booth. All extension cords must be secured to prevent accidents.
16. No alcohol of any kind will be permitted on grounds.
17. Merchandise on the grounds is done so entirely at the risk of the owner. NWPL 2nd Saturday Market Day staff is not responsible for lost, stolen, or damaged merchandise, personal property, or vehicles while on premises.
18. No advertisements can be placed on trees, buildings, etc. You can only advertise within your rented booth boundaries. No distribution of flyers or other advertising is allowed outside of your rented booth space. No walking around selling items outside your booth.
19. All items that came with you that you did not sale must leave with you. A minimum of \$20 clean up fee will be assessed to vendors leaving discarded items on premises. Your clean up fee must be paid before you can renew or set up for the next market day.
20. The NWPL 2nd Saturday Market Day staff will not cash checks, accept two-party checks, run credit card purchases for vendors, or give change. Please make sure you have plenty of change before the event.

21. Parents or guardians are responsible for minor children brought onto premises. Minors must remain with parent or guardian.
22. Texas state law requires all vendors to have a current state of Texas sales tax license. You can apply for one of these at www.texas.gov if you do not have one already.
23. Food Trucks must meet the standard guidelines set forth by the State of Texas Health Department.
24. Any pre-packaged food items must be labeled and sold according to the Texas Cottage Laws.
25. In accordance with state law, wastewater of any type must not be discarded into, or flow into a public place, gutter, street, creek, etc.
26. The NWPL reserves the right to refuse service/admission to anyone for any reason. NWPL 2nd Saturday Market Day should be an enjoyable experience for all involved, hostile, rude or inappropriate behavior will not be tolerated.
27. NWPL 2nd Saturday Market Day reserves the right to restrict the sale or deny a booth to anyone we feel promotes or sales products, images, services, or merchandise in a manner determined to be offensive, crude, not family friendly or unlawful.
28. At the discretion of the NWPL 2nd Saturday Market Day staff, exercised by local law enforcement, the Vendor's booth may be immediately closed should a violation of these rules or regulations be observed, without further recourse by the Vendor.

For Questions: Call the New Waverly Public Library at (936) 344-2198 or email nwplmarketday@gmail.com.

I have received a copy of and will abide by the Rules & Regulations. I certify that the information provided in this application is true and correct. I will indemnify, defend, and hold harmless the New Waverly Public Library 2nd Saturday Market Day, New Waverly Public Library, its employees, board members, and volunteers from any damages incurred by me or any other party through my participation in the NWPL 2nd Saturday Market Day, and from any injury or damages incurred by me or other party by reason of goods or services sold by me or on the premises I occupy at said facility. I will bear sole responsibility for any license or permit required for the operation of my business. I acknowledge and accept that any payment made by me as referenced above will not be refunded to me unless the event is cancelled by NWPL 2nd Saturday Market Day. The undersigned understands that any such photograph or interview may be used by NWPL for television, film, video, visual, graphic, or printed media.

Signature _____ Date _____

