



JOHNSON CITY MARKET DAYS VENDOR APPLICATION 2024

Sponsored by the Johnson City Texas Chamber of Commerce
4th Weekend March through October
Lights Market Days Thanksgiving Weekend

Please mark ALL dates you would like to register for.

March 23-24	Both Days <input type="checkbox"/>	Saturday Only <input type="checkbox"/>
April 27-28	Both Days <input type="checkbox"/>	Saturday Only <input type="checkbox"/>
May 25-26	Both Days <input type="checkbox"/>	Saturday Only <input type="checkbox"/>
June 22-23	Both Days <input type="checkbox"/>	Saturday Only <input type="checkbox"/>
July 27-28	Both Days <input type="checkbox"/>	Saturday Only <input type="checkbox"/>
August 24-25	Both Days <input type="checkbox"/>	Saturday Only <input type="checkbox"/>
September 28-29	Both Days <input type="checkbox"/>	Saturday Only <input type="checkbox"/>
October 26-27	Both Days <input type="checkbox"/>	Saturday Only <input type="checkbox"/>
November 29-30*	Both Days Required <input type="checkbox"/>	

*Reservations for Lights Market Days does not open until July 1st. Applications may be submitted prior but they will not be processed until that time. If you have related questions, please include them when you email your application.

HAVE YOUR PREVIOUSLY BEEN A VENDOR AT OUR MARKET DAYS: ☐ Yes ☐ No

If you answered **NO**, please provide the following new vendor information:

HOW DID YOU HEAR ABOUT US: _____

VENDOR NAME: _____

BUSINESS NAME: _____

WEBSITE (if applicable): _____

SOCIAL MEDIA PAGE(s): _____

BUSINESS ADDRESS: _____

PRODUCTS OFFERED: _____

EMAIL: _____ PHONE: _____



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MAILING ADDRESS: _____

All vendors please provide the following information:

NUMBER OF BOOTHS REQUESTED: _____

DO YOU HAVE ANY SPECIAL NEEDS OR REQUESTS: _____

Booths fees:

- March - October
 - \$80 per 10x10 space
- November
 - To be determined in July

Payment Method: (please select one)

- ☐ Online via secure emailed link (Credit Card or ACH)
- ☐ Check made payable to **JOHNSON CITY CHAMBER OF COMMERCE** and mailed to
P. O. Box 485, Johnson City, TX 78636

To submit your application, please...

- Complete in Adobe Acrobat and attach the PDF to your email, or
- Print, complete, scan, and attach the PDF to your email, or
- Print, complete, and mail to the PO box above or drop off at the Chamber office

we cannot accept applications taken as pictures with a phone.



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(Below is for Market Days Committee Vendor Approval)

Market Days Committee Approval

Vendor: ☐ Approved ☐ Denied ☐ Deferred

Reason for denial or deferral (if applicable): _____

Committee Member Name

Committee Member Signature

Date



JOHNSON CITY MARKET DAYS IMPORTANT MARKET RULES

Johnson City Market Days is centered around small businesses offering unique / handcrafted / custom-designed goods and on-site services appealing to market days customers. We are currently not accepting vendors offering mass-produced / franchise-based goods, vendors offering or advertising common services, or organizations wishing to engage the public on political matters.

Every sales agent or representative must complete the following before selling.

Business/Applicant: _____

Salesperson: _____

- 1. OPERATIONS:** Market Days runs March through November with the November being a special Lights Spectacular event. Operating hours are generally 10 to 5 on Saturdays and 10 to 3 on Sundays but are subject to change during hotter months. The market days team creates a unique booth layout for each month's event, taking special requests into account to the best extent possible. Unless other arrangements have been made, booth fees must be paid by the 15th of each month. Booth requests received the week of Market Days will be processed at the discretion of the market days team. Refunds will only be issued for cancellations made 7 or more days before each market. Vendors are required to stay the duration of each day's operating hours. Early departures will be treated as an absence. With the exception of severe weather events, we do not cancel/reschedule Market Days. The market days team determines what qualifies as a severe weather event and in such cases, that determination is made and communicated at least 48 hours in advance. Related booth fees will be rolled over to the next Market Days.
- 2. PRODUCT:** All initial products offered for sale must be listed on the Vendor Application. The market team will monitor the market for any new items and reserves the right to remove any item judged unacceptable. Vendors shall not display items with language or symbols not suitable to a family friendly environment. Vendor shall not sell any illegal items or items that infringe upon registered trademarks. Vendors must sell out of their assigned booth space only.
- 3. PRODUCT UNIQUENESS:** When multiple vendors are wishing to sell the same or very similar products, only one is permitted to attend Market Days. This is part of the market days team's approach to quality and is handled on a first-come-first-served basis. In the event that multiple such vendors attend different months of the year, the vendor with the higher attendance is given priority for Lights Market Days.
- 4. NONPROFITS:** Apolitical nonprofits may attend up to two times per year (non-sequential months). Up to two booths will be made available each market on a first-come-first-served basis. Nonprofits get 50% off the normal booth fee. This section does not apply to Lights Market Days as there is a dedicated nonprofit area for that event.



JOHNSON CITY MARKET DAYS IMPORTANT MARKET RULES

5. **FOOD, TOBACCO, ALCOHOL, AND OTHER AGE-RESTRICTED ITEMS:** Vendors shall comply with all federal, state, and local laws, regulations, and ordinances related to the handling and sales of food, tobacco, alcohol, knives, and other age-restricted items. Food vendors shall keep their booth space free of any oil, grease, or food spillage.
6. **SET UP & TEAR DOWN:** Set up times are generally 5:00 to 7:30 pm on Fridays (weather permitting) and 7 to 9:30 am on Saturdays but are subject to change during hotter months. **VENDORS MUST BE FULLY SET UP, PARKED, AND READY FOR CUSTOMERS BY MARKET OPEN.** Security will be available Friday and Saturday nights. All spaces will be marked by booth number. Stakes, paint, and other items that can damage the asphalt are prohibited. To ensure that everyone can set up in a timely manner, the unloading and moving of vendor vehicles/trailers should be done as quickly as possible. To ensure that everyone can tear down in a timely manner, vendors should complete as much packing as possible in their booth space before moving their vehicles/trailers and loading. Tear down must be completed 2 hours after market close on Sunday.
7. **BOOTH ASSIGNMENTS:** Vendors receive an email the Thursday before Market Days with booth assignments and any important information/updates. This allows the market team to address last-minute changes before the information is finalized.
8. **TENTS & WEATHER:** Vendors are responsible for the safety of themselves and others, including any damages or injuries incurred as a result of negligence. **ATTACHED WEIGHTS ARE REQUIRED AT ALL TIMES.** Safe set up and take down procedures must be followed: Appropriate weights must be in place and ready to attach prior to opening the canopy. Weights must be at least 25 lbs. per leg but heavier wind conditions may require up to 40 lbs. per leg. Open canopy **WITH HELP** until weights are attached and secured. Take down the canopy in the same manner. Vendors should come prepared with side panels in case of rain. Vendor should not store any items on the ground that would be damaged by water.
9. **VENDOR PARKING:** Vendors may park around the square while loading and unloading but **MUST BE MOVED TO THE DESIGNATED VENDOR PARKING AREA ONE HOUR BEFORE MARKET OPEN.** The default parking area is behind the County Annex, either in the parking lot or along that portion of Bluebonnet Ln. Additional direction will be given as needed.
10. **ELECTRICITY & HEATING:** Electricity is included with booth fees but it cannot be used for heaters and cannot be used for energy-intensive appliances without prior approval. Vendors may use camping/hunting type gas heaters as long as they are in good working condition and are used in a safe manner. Vendors with booth that back up to an electrical service isle (there will be power distribution boxes and cords with vendor outlets) should **NOT** back their booths into those isles and should **NOT** store their belongings/merchandise in those isles.
11. **VENDOR PERMITS:** Market Days has an umbrella permit from the City of Johnson City. Vendors are not required to obtain their own peddler's permit.
12. **TAXES:** Vendors are responsible for any city, country, state, and federal taxes. A copy of vendor's Sales Tax I.D. must be displayed in vendor's booth space.



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13. **TRASH:** Vendors are expected to help keep the market tidy and provide their own trash receptacles when offering samples. Market Days shall provide trash receptacles for market patrons and for vendors to cleanup at the end of each day.
14. **RESTROOMS:** Two or more porta potties shall be provided by the market days team. Additional restrooms are available at the Johnson City Memorial Park (just south of the old jail on Pecan Dr & Ave G)
15. **PETS:** Leashed dogs are allowed within the vendor's booth space as long as those vendors remain fully responsible for their pets, including cleaning up after them.
16. **SMOKING:** Vendor smoking/vaping is not allowed within the market area.
17. **COMPLAINTS/INCIDENTS:** See the Market Manager.

VENDOR REFERRAL PROGRAM: If you refer a new vendor to Johnson City Market Days, you will be comped one month's booth fee after they have attended their first market. If you were referred to Johnson City Market Days, you will be comped one month's booth fee after you have attended your first market.

I hereby release the Johnson City Texas Chamber of Commerce, Blanco County, the City of Johnson City, and all its agents, employees, and volunteers from any responsibility for any injuries to me, my family, my volunteers, or my employees and for any loss or damage to personal property while participating in Johnson City Market Days.

I agree to follow the rules as outlined in this agreement and I understand the Johnson City Texas Chamber of Commerce reserves the right to remove any vendor at any time for violation of those rules.

Signature

Date