

**Friday Night Market
on Celina's Historic Square
Rules of Operation 2017**

VENDOR APPLICATION

1. Anyone wanting to sell at the Friday Night Market on Celina's Historic Square must agree to the terms of these rules and show their agreement by signing the application and submitting other required forms, if applicable.
2. Vendors must submit your application and other required forms if applicable, no later than 2 weeks prior to the market in order to be able to participate in the market. Contact Market Director for certain circumstances. If a food permit is needed the city requires 30 days prior.
3. Vendors desiring a regular spot at the market for the season can reserve a spot for the following year with a \$20 deposit at the end of the season.
4. Designation and allocation of selling spaces are the responsibility and at the discretion of the Market Director. Spaces will be sold as the applications are received and approved, until the market is at capacity.
5. Vendors will, if applicable, provide a Sales Tax Certificate to the market representative. It is the vendor's responsibility to comply with the State Comptroller's requirements.
6. Vendors agree at least 60% of their produce/meat/dairy is homegrown or their products are homemade and/or handmade. The remaining 40% of product should come from within seven hours by truck of Celina and vendors should know their sources and the product growing and manufacturing conditions.
7. Farmers are allowed to have 40% of produce from sister farms, but be advertised where it is from in their booth.

BOOTH FEES

1. A booth is \$20 per space each night, or \$25 with electricity.
2. Vendors planning on participating all 6 nights will receive a discounted rate of \$120 - 10% = \$108. or \$150 - 10% = \$135 with electricity **if paid in full**.
3. Booth fees are paid in advance.
4. Vendor is responsible for obtaining and paying for any necessary permits.
5. Payments can be made by mail or in person at City Hall (ask for Jay Toutouchian). Please do not mail cash.
 - a. Friday Night Market
Celina Main Street
142 N. Ohio
Celina, TX 75009

ADMISSION OF VENDORS AND PRODUCTS

1. All persons or their designated representatives who grow or produce food, agricultural or other products, which have met the guidelines established in the Friday Night Market Rules of Operation, are eligible to sell at the market.
2. Once your application has been received, the Friday Night Market committee will review it and the Market Director will contact you.
 - a. Approved: Meets requirements, may still need additional forms and documents
 - b. Waiting List: You meet the requirements but at this time we can not accept you because we have too many vendors with the similar product.
 - c. Not Approved: Does not meet the requirements

3. The Market does not offer exclusive rights to any one vendor. Market customers generally benefit from having a choice. However, we also believe the number of vendors offering the same or similar products should not be excessive. Therefore, we will limit the number of same product to 10% of our total vendors, excluding produce. The Market Director and the Friday Night Market committee will also have discretion in determining like products.
4. Vendors agree at least 60% of their produce/meat/dairy is homegrown within a 100 mile radius. The remaining 40% of product should come from within seven hours by truck of Celina and vendors should know their sources and the product growing and manufacturing conditions.
5. Farmers are allowed to have 40% of produce from sister farms, but be advertised where it is from in their booth.
6. Vendors agree that at least 60% of their product is handmade or homemade.
7. Cottage Industry Vendors: The Celina Friday Night Market follows the rules of the Texas Cottage Food Law, if there are any questions or concerns please visit their website, <http://texascottagefoodlaw.com/>, or give us a call.
8. Direct sales representatives of Food Specialties will be considered on an individual basis and require approval of the Friday Night Market Committee and the Market Director..
9. Direct sales such as Advocare, Mary Kay, Scentsy, etc will not be accepted as a vendor.
10. Vendors will agree with the City of Celina's Permitting Department. For more information, please contact Amy Kuehn, Permits Coordinator, akuehn@celinatx.gov.

BOOTH SPACES

1. A cancellation without a 72-hour notice will result in the vendor's space being given away, no refund, and assigned a space where available.
2. Two no shows without a 72-hour notice will result in the vendor not being invited back.
3. Booth space assignments are the responsibility and at the discretion of the Market Director and the Market Committee. Spaces will be sold as the applications are received and approved, until the market is at capacity.
4. Vendors are not allowed to sublet or trade booth spaces without approval by the Market Director.

MARKET OPERATIONS

The Friday Night Market on Celina's Historic Square operates during the following months: March, May, June, September, October, and November. The hours of operation are from 6:00 PM until 9:00 PM. Vendors may begin arriving at 5:00 PM to set up and be ready to greet their customers for the opening of the market at 6:00 PM. Vendor set-up is not allowed after the market has opened unless the Market Director and Market Manager is aware of extenuating circumstances. Vendors are required to remain open, with product to sell, until the end of the market.

1. A standard vendor space is 10 feet X 10 feet.
2. Vendors that plan to participate in the market for the entire season, paying their booth fees before the first market night receive a discounted rate.
3. Electricity will be provided for an additional \$5 per night.
4. Payment made in advance will guarantee a reserved booth space.
5. Vendors need to supply their own tents, tables, chairs, space signage, refrigeration, storage, and all materials and containers for customer sales.
6. Vendors determine the pricing and display of their products.
7. Vendors will be solely responsible for keeping their space and all areas in and about their vendor space(s) clean and free of any conditions that might potentially result in or cause injury to the vendors and any other persons or parties.

8. Vendors must clean up their spaces at the end of each market and have vacated their space no later than 10:00 PM. Vendors may not use public trash receptacles for disposal of produce boxes or unsold produce. There is a \$50 fee per space if the market representative has to clean up your space at the close of the market. That fee must be paid before the vendor can sell at the market again.
9. Vendors shall be solely responsible for damages resulting from the sale of unsafe or unsound goods at the market.
10. Smoking is not allowed at the market or on Celina's Historic Square.
11. Vendors may not bring any pets to the market.
12. No live animals may be sold or given away at the market.
13. Vendors will conduct themselves in a professional and lawful manner.
14. No firearms, drugs, or alcoholic beverages (excluding wine when sold by an approved winery with appropriate TABC permitting).
15. A Vendor not abiding by the Market Rules of Operation will be asked to leave. There will be no refund for spaces on this day.
16. The Market Director reserves the right to cancel any vendor's participation when the vendor is found to be in violation of any market rule or eligibility requirements.
17. The Friday Night Market committee reserves the right to revise the Market Rules of Operation and will post revisions.
18. Cancellations require a 72-hour notice.
19. Violations of the market rules and complaints that arise will be resolved by the Market Committee. A decision of the Market Committee may be appealed to Celina's Main Street Board. Vendors agree to abide by the final decision.

LIABILITY

1. All vendors shall submit and sign the Acknowledgement of Rules and Regulations and the Indemnity statement on the application before they can sell at the Friday Night Market on Celina's Historic Square.
2. Vendors of temperature controlled or potentially hazardous food product shall be approved and permitted by the City of Celina.
3. Vendors of food items produced in their home must follow rules outlined in the Texas Cottage Food Legislation effective 9/1/2013 (HB970). Food must be labeled according to the provisions of the law. <http://texascottagefoodlaw.com>
4. Vendors are recommended to obtain Premise Liability Insurance.
5. All prepared food vendors must submit a copy of their food handler's card approved by the Texas Department of State Health Services to the Market Director prior to selling at the market and post in their booth during market nights.
6. An approved food handler's certificate or card is offered online for under \$20. The course takes about 1 - 1.5 hrs. There isn't a test and cards are good for 2 years. Print your certificate. tabcpermit.com food handler Sources for Cottage Law: texascottagefoodlaw.com farmandranchfreedom.org
7. All sampling must follow safe food handling procedures.
8. Vendors using a canopy need to have them secured in a safe manner.

STATEMENT OF UNDERSTANDING

I have read, understand, and agree to the Friday Night Market in Celina, Texas, Rules of Operation.

I acknowledge and declare that:

1. I am aware that the Friday Night Markets Rules of Operation are available to me through the Friday Night Market website <http://celinamarketonthesquare.com>, and upon request. It is my responsibility to familiarize myself with these rules.
2. In addition, I confirm that I have received, read, and understand the following rules:
 - a. Vendors agree at least 60% of their produce/meat/dairy is homegrown or their products are homemade and/or handmade.
 - b. A cancellation requires a 72-hour notice.
 - c. A cancellation without a 72-hour notice will result in the vendor's space being given away, no refund, and assigned a space where available.
 - d. Two no shows without a 72-hour notice will result in the vendor not being invited back.
 - e. Vendors must clean up their spaces at the end of each market and have vacated their space no later than 10:00 PM. Vendors may not use public trash receptacles for disposal of produce boxes or unsold produce. There is a \$50 fee per space if the market representative has to clean up your space at the close of the market. That fee must be paid before the vendor can sell at the market again.
3. I agree to conduct my activities in accordance with the Friday Night Market Rules of Operation and understand that breaching these standards may result in being asked to leave and no refund.

Signed: _____

Printed Name: _____

Date: _____