

Texas Makers Market Bylaws and Agreement

All vendors are required to read and follow this agreement to participate in our markets.

Handmade or homegrown- All items sold at Texas Makers Markets must be grown or handmade in Texas by the seller or company applying. Applicants may have a representative at the market that did not personally make the product as long as the farm/grower/company applying can show that their items meet the "handmade or homegrown" criteria. Food trucks and Texas based cottage food producers meet this qualification. If you are applying as a non-profit please see our "Non-profit" section of the rules. We will not allow MLMs, yard sales, or the like at the regular market days. If your product list is 95% or more handmade/homegrown but you have add on products that were purchased, please note those items. (Examples would include a purchased doll for a handmade doll cradle, rubber ducks in a soap booth, purchased hat you turned into a steam punk costume piece and so on.) MLM and direct sellers may be allowed for holiday markets or festivals on a first paid basis and will follow the same non duplication rules as handmade vendors. If you are found to be in violation of this rule, you will be warned on the first instance. Repeated violations will result in being banned from the market.

Booth details- Spaces are at least 10 x 10 and you may purchase multiple spaces if needed, until all spaces are filled. Boutique trailers and food trucks must list on their application dimensions of their trailer/food truck to ensure adequate spacing. All tents must have weights on them. (Stakes are not as reliable in our Texas winds and not all market locations will allow us to use stakes so please plan accordingly. Jugs of water tied to pop ups are not adequate weights.) Quiet generators are allowed at most of our outdoor venues; please ask if you are unsure about using your generator. Vendors are responsible for providing their own tents, displays, tables, chairs, extension cords for electricity (when available) and change. Vendors are responsible for any damages, claims, or issues that arise from their products, booth, generators/extension cords or vehicles. Vendor agrees by signing this application that Texas Makers Market, its agents and representatives, volunteers, and the hosting venues are not liable for any damages, claims, lawsuits, loss, or injuries that arise from your participation and all liability remains with the vendor or non-profit organization who is applying. All sales must happen within your assigned booth space. Absolutely no hawking or harassment of fellow vendors or customers will be tolerated. Please be kind to each other and our customers. If there is a situation, please alert our team immediately so it can be addressed. We want our all of vendors and customers to enjoy their time at our markets. Violators will be given a verbal warning on first offense, written warning on second offence, and banned from future markets upon the third offense. Texas Makers Market reserves the right to decline any application for any reason and reserves the right to ask any vendor to leave at any time. If a vendor is removed from the market their booth fee will not be refunded. No vendor vehicles will be allowed in the market area while the market is officially open to the public. If you need to leave early due to an emergency, please alert our team immediately so we can help.

Nonprofits may apply for informational booths at no charge with proof of their nonprofit status. Nonprofits may use their booth to share their story, provide further information for the community about their services or needs, or fundraising activities that are allowable by local laws. There are a limited number of nonprofit booths per month; please let us know if you would like to be added to the nonprofit waiting list if spaces are filled. Please attach proof of your nonprofit status to your application or submit by email.

Non-duplication- We avoid duplicating vendors and products at our smaller markets to create a more enjoyable experience for our vendors and customers. Because of this, we require a product list from all vendors when applying and update it during our annual review. We also use these product lists to help create advertising for the markets and spotlighting our vendors. Food vendors may send us your menu to keep on file for these same reasons. If your product list/menu has items that are already sold by another vendor, we will offer to add you to the waiting list for selling that specific item. Vendors and vendor items on the waiting list are accepted in the order they were placed on it. If you place items in your booth for sale that were not on your approved product list, you may be asked to remove them. If you repeatedly place unapproved items in your booth, you will not be allowed to set up with any of our markets. We love creativity and understand that we all add new products to our booth or company lines. Simply send us an email or text of the new items for review.

Permits and sales tax- Texas Makers Market is responsible for providing permits to operate the market and signage only. We do maintain a list of the local permitting jurisdictions and related sales tax jurisdictions for each market to help our vendors comply and are happy to share that upon request. Vendors are responsible for securing health/food permits related to food trucks, food sampling, cottage food producers or the like in accordance with local requirements. We ask for a copy of your permits or food handlers certificate so that we may present them upon request by any inspectors in the hope of reducing stress on our vendors during show times. You may send copies to us by mail, email, or text. Please

provide your sales tax ID number on the application where noted. Vendors are responsible for collecting and correctly reporting their applicable sales tax, not Texas Makers Market or the hosting venue. Unsure if your products require sales tax or do you need to get a sales tax permit? Sales tax permits can be easily secured online from the Texas Sales Tax Comptroller at <https://comptroller.texas.gov/taxes/sales/> Their agents can assist you with sales tax related questions at 800-252-5555.

Items not allowed- Occasionally some hosting locations restrict certain items from sale and Texas Makers Market will list those prohibited items as needed. Silly string, stink bombs, fireworks, pyrotechnics, guns, illegal drugs, and alcohol are not allowed at any market. Swords and knives can be approved at most locations with some provisions, please ask for further details. No open flames will be allowed where customers access them. (No fire pits, no customers inside cooking area of booth or food trucks, no customers next to your BBQ pit, etc.) If you smoke, please ask a team member where the smoking areas are for the market as some venues have designated smoking spaces and we must comply with the host. No alcohol or illegal drug consumption by vendors onsite at events; violators will be removed from the market and banned from future events.

Payments- Booths are assigned once payment is received. Texas Makers Market will assign all spaces before the event and will email all registered vendors booth assignments no later than the day before the event starts. We will also include reminders related to parking, set up/break down, weather, and the like. Check payments may be mailed to our address on file and must be received by the day before the event. You may pay with a credit or debit card also using the link provided in our rsvp emails. Booth fees are non-refundable. In the event of a vendor having an emergency, booth fees may be credited to a future market if vendor lets Texas Makers Market by know by email or text before start of market. If we have to cancel or reschedule a market due to weather or similar issues all vendors will be alerted by email (or text if you have provided a number for that) and booth fees will be rolled to another market. No shows will not be refunded and repeatedly no showing without a valid reason may ban you from future markets.

Advertising and media- We believe that a successful market takes more than just organizers and understand how a market advertises is a big question for many vendors. Texas Makers Market will post banners and signs in the days or weeks leading to each event at and near the event site. In addition to our website and Facebook page, we will also:

- Utilize marquee signs where available
- Distribute flyers and mailers
- Work with local businesses, builders and neighborhood groups and host locations to promote events
- Have our sister companies place handouts in our shopper bags to cross promote
- Offer a public group on our Facebook page where vendors and customers can interact
- Place ads (print and online) for both customers and to attract new makers
- Create and offer swag bags for events where there is interest
- Create frequent vendor spotlights on our website or social media showcasing a vendor's business story, products, etc.
- Link to our vendors from our website and/or social media to promote sales and help customers connect
- List markets and events on multiple event sites and with local media

We do occasionally take pictures and video during our events. These may be used for advertising purposes including vendor spotlights, promotions, and with our links to your business. You are also welcome to send us pictures you'd like used for these purposes or for assisting us in evaluating your application. If you share pictures with us that you do not want shared publicly, please be sure to alert us so we may note those items properly.

Texas Makers Market Application

Company Name or DBA: _____

Applicant Name: _____ Date applying: _____

Mailing address: _____

Phone: _____ Cell phone: _____ May we text you? _____

Email address: _____

Website and/or Facebook pages: _____

What will you be bringing to the market to sell? Please be specific as possible! _____

Sales tax permit # (if applicable) _____

If selling food items, please attach copy of current food handlers certification and/or permits that apply to your items.

Booth reservation: 10x10 space \$25 _____ 10x20 space \$40 _____ Non profit booth \$0 _____

Total fee due \$ _____

Do you have a food truck, trailer mounted rig, or boutique trailer? If so, please list dimensions for placement at events. Also note any special needs related to your set up. _____

Please check below if you are interested in:

____ Being featured in vendor spotlights ____ Direct links from our website/social media to yours

____ Placing flyer, coupon, or items in swag bags (will do if enough interest)

I acknowledge that I have received, reviewed, and agree to the Texas Makers Market Rules and Agreement. I and my employees or representatives will abide by these rules and understand that failure to follow them can result in immediate removal from the market and banning from future markets. I release all liability from Texas Makers Market, its agents or representatives, the hosting venue, Hood Industries LLC, and volunteers in my participation at all events. I understand photos and/or videos may be taken at these events for advertising needs and I agree to notify staff if I do not want images of myself, my products, or employees used for these purposes.

Signature _____ Date _____