



2016 Wonderland of Lights Outdoor Christmas Market

December 10th, 2016

Vendor Rules & Regulations

Wonderland of Lights is pleased to present vendor spaces for the 2016 Second Saturday Outdoor Christmas Market along historic N. Washington in downtown Marshall

Vendor hours are 11 a.m. to 4 p.m.

Vendor Rules

Booth Space: All booth spaces are roughly 10' by 10' and are located outdoors along North Washington. A limited number of spaces have electrical outlets. Tables, chairs, canopies, and extension cords are not provided and are the sole responsibility of the vendor. *Each vendor is responsible for their own set up and tear down*, CVB staff and volunteers are not responsible for assisting in setup. Location requests will be reviewed, but are not guaranteed.

Fees: There is a \$25 application fee per vendor to set up for our Outdoor Christmas Market. Marshall Convention and Visitors Bureau accepts cash or check. You must have a current application on file with the CVB office to set up booth space. Checks may be made payable to the City of Marshall Wonderland of Lights.

Vendor Booth Reservations: Once you have an application on file, you are eligible to participate in the Outdoor Christmas Market. **However, you must notify the CVB office to confirm your participation by 5:00 p.m. the Thursday prior to the event (December 8th). If you do not make such a notification there will be no booth space marked off for you.**

Notifications can be made via email at skowronek.rachel@marshalltexas.net

***phone reservations are not acceptable

**The City of Marshall
Convention & Visitors Bureau and Main Street Program
301 N. Washington, Marshall, TX 75670
(903) 702-7777
www.marshalltexas.net**



Vendor Check In: Vendor check in will occur between **9:00 a.m.** and **10:30 a.m.** the day of at the Marshall Convention and Visitors Bureau, 301 N. Washington. Vendor space assignments will be given at that time. Absolutely no early or late check in will be allowed.

Set Up: *Vendors are responsible for their own tables, chairs, canopies, and extension cords.* Set up begins at **9:00 a.m.**, and all vendors must be set up and ready to sell by **11 a.m.** Late set up is not allowed and vendors who have not arrived and checked in by 10:30 a.m. will not be allowed to set up. You may unload/load directly in front of your vendor spot, however **ALL VEHICLES MUST BE MOVED FROM NORTH WASHINGTON** no later than **10:30 a.m.** CVB staff and volunteers can direct you to auxiliary parking lots.

Tear Down: Vendor tear down begins at 4 p.m.

Sales Tax: All vendors are required to report sales tax for sales in the City of Marshall. All sales tax requirements are the sole responsibility of each vendor. Vendors should be prepared to provide verification during the event upon request.

Vendor Applications: Wonderland of Lights has the right to refuse any vendor applications for any reason. Marshall CVB will approve vendor applications based on quality and variety, you will be notified within a week of receiving if you have been approved or denied. Vendors should limit their merchandise to holiday decor, crafts, "stocking stuffer" bundles, or gifts. Food items are limited to specialty goods such as jams and jellies, etc... Food vendors should refer to the Texas Cottage Food Law for limits and regulations.

The City of Marshall
Convention & Visitors Bureau and Main Street Program
301 N. Washington, Marshall, TX 75670
(903) 702-7777
www.marshalltexas.net



Liability: All vendors must complete and sign the vendor application which thereby releases, discharges, and agrees to indemnify, protect and save harmless the City of Marshall Wonderland of Lights Festival.

Merchants: Merchants along North Washington may elect to not allow vendors in front of their store fronts. They may also specify certain vendors allowed to set up in front of their stores that have an application on file.

Vendor questions can be directed to the City of Marshall Convention and Visitors Bureau at (903) 702-7777 or skowronek.rachel@marshalltexas.net

The City of Marshall
Convention & Visitors Bureau and Main Street Program
301 N. Washington, Marshall, TX 75670
(903) 702-7777
www.marshalltexas.net



2016 Outdoor Christmas Market

Vendor Application

Vendor Hours 11 a .m. to 4 p.m.

Name: _____

Business Name: _____

Address: _____

City: _____ Zip: _____ State: _____

Phone Number you can be reached the day of the event: _____

Email: _____ Sales Tax ID: _____

Description of items to be sold:

Website or social media site where Main Street can view proposed products, if you do not have your products online you must submit photographs along with this application:

Number of 10 By 10 Spaces requested: _____ Do you need electricity? YES NO

By signing below I understand that I am responsible for obtaining any permits applicable for my booth required by local, state or federal law. I have read and understand the 2016 Outdoor Christmas Market Vendor Rules & Regulations. I hereby release and discharge and agree to indemnify, protect, and save harmless the event organizer, their agents and employees and the City of Marshall Wonderland of Lights from and against all claims demands, clauses of action of every kind of character for any injury to or any loss of or damage to property arising participating in this event.

Signature: _____ Date: _____

STAFF USE ONLY

Date Application Received: _____ Payment Method: _____ Payment Date: _____ Payment Method: _____

The City of Marshall
Convention & Visitors Bureau and Main Street Program
301 N. Washington, Marshall, TX 75670
(903) 702-7777
www.marshalltexas.net