



2016 Marshall Second Saturday

Vendor Rules & Regulations

Marshall Main Street is pleased to present vendor spaces for the 2016 Second Saturday Season along historic N. Washington in downtown Marshall.

The *BackRoads Bunch of East Texas* is pleased to present the annual Second Saturday Cruise Night which runs from 5 to 9 p.m.

The *Birthplace of Boogie Woogie* will feature live entertainment at Telegraph Park at the conclusion of each car show.

Vendor hours are 9 a.m. to 3 p.m.

2016 Second Saturday Event Dates:

March 12th April 9th May 14th June 11th July 9th August 13th September 10th

October 8th – FireAnt Festival Weekend November 12th

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, 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*, Main Street staff and volunteers are not responsible for assisting in setup.

Fees: There is no monthly fee to set up for our Second Saturday event. However there is a \$15 annual application fee per vendor. Marshall Main Street accepts cash, check or credit card. You must have a current application on file with the Main Street Office to set up booth space.

The City of Marshall
Convention & Visitors Bureau and Main Street Program
301 N. Washington Marshall, TX 75670
Telephone: 903-702-7777 Fax: 903-702-7780
www.marshalltexas.net



Vendor Booth Assignments: Main Street staff and volunteers will mark off vendor spots for each event. Requests for particular spots may be considered but are not guaranteed under any circumstances. Vendor assignments may differ each month. Spots will not be assigned until vendor check in, absolutely no exceptions to this rule. Vendors requesting booth assignments earlier than vendor check in may be denied future vendor space. No vendors are allowed to set up early. Booths may not block handicap ramps or store entrances under any circumstances.

Vendor Booth Reservations: Once you have an application on file you are eligible to participate monthly in the Second Saturday event. However ***you must notify the Main Street office if you will be participating by 5:00 p.m. the Thursday of the Second Saturday event, if you do not make such a notification there will be no booth space marked off for you.*** Notifications can only be made via email at Obrien.sarah@marshalltexas.net, phone reservations are not acceptable.

Vendor Check In: Vendor check in will occur between **8 a.m. and 8:45 a.m.** on the Second Saturday at the Marshall Convention & Visitors Bureau, 301 N. Washington. Vendor 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 **8:10 a.m.** and all vendors must be setup and ready to sell by **9 a.m.** Late set up is not allowed and vendors who have not arrived and checked in by 8:45 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 **8:50 a.m.** Failure to move your vehicle will result in removal from future Second Saturday events, no exceptions. Main Street staff and volunteers can direct you to auxiliary parking lots.

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Tear Down: Vendor tear down begins at 3 p.m. Vendors who tear down early may not be allowed to participate in future Second Saturday events.

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: Marshall Main Street has the right to refuse any vendor applications for any reason. Marshall Main Street will approve vendor applications based on quality and variety. Vendor applications will be denied if they compete with existing downtown businesses or vendors. Non-profit groups are allowed to set up and sell food item as a fundraiser, one time per year and will not be charged the \$15 application fee. For profit businesses are not allowed to sell food items. Vendors who make sell goods such as fresh produce, salsa, and jellies may be allowed to set up.

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 Main Street program.

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

Vendor questions can be directed to the City of Marshall Main Street program at 903-702-7777 or Obrien.sarah@marshalltexas.net

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2016 Marshall Main Street

Second Saturday Vendor Application

Vendor Hours 9 a .m. to 3 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 Second Saturday 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 Main Street program 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: _____

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