

Tomball Farmers Market Non-Profit Vendor Application

Vendors must also hold ALL required permits, licenses, and insurance policies necessary for their business operation.

Please fill out all required (*) fields. Applications that are missing required information will not be processed.

BASIC VENDOR INFORMATION: (check all that apply)*

Date of Application*:	
Organization/Business Name*:	
Name of Contact Person*:	
Address*:	
City, State, Zip*	
E-mail*	
Website address:	
Telephone number(s)*:	

VENDOR DETAILS: (check all that apply)*

Only 1 non-profit group per day will be granted space on a first-come, first-assigned basis. Community groups must comply with the same rules as regular Market vendors. Once your application is submitted, someone will reach out to you by phone and put you on our calendar.

1. Will you be collecting donations or selling any items at your booth today? <i>We allow donations, fundraising sales of tickets, merchandise, and memberships from the booths. Items that compete with market vendors are NOT permitted (food, produce, jewelry, crafts).</i>	Yes (Booth Fee-\$5) No (Booth Fee- FREE)
2. Will you need to rent a tent (\$5)	Yes No
3. Will you need to rent tent weights (\$5)	Yes No

If you answered yes on #1, please give us more details. * (This can be done on another page and attached to your application)

Tell us about your organization:* *(This can be done on another page and attached to your*

***PLEASE PROVIDE COPIES OF ALL LICENSES AND PERMITS**

Please submit your 501(c) paperwork with your application

Admittance to the Tomball Farmers Market depends on approval by the Tomball Farmers Market Board and vendor committee.

Signature: _____

Print Name: _____

Date: _____

You may email or mail in your application paperwork. Email is the preferred way to submit your application and gets you a faster reply.

Mailing Address for Application paperwork	Email Address for application paperwork and/or questions
Tomball Farmers Market Attn: Tomball Farmer's Market Vendor Committee 14090 FM 2920 Suite G163 Tomball, Texas 77377	tfmvendorapps@gmail.com

VENDOR FEES

Tomball Farmers Market is a year round rain or shine market run weekly, every Saturday from 9am to 1pm. If you are not selling, the booth fee for a non profit is free. If you are selling on behalf of your non profit, the booth fee is \$5 and items must be approved.

TOMBALL FARMERS MARKET

Initial Each Box	Vendor Rules
	<p>1. Booth space (10' X 10') assigned weekly. Vendors must supply and remove signs, equipment, and items needed for sales (such as: tables, chairs, tents, marketing material.) Motorized vehicles are allowed behind booth (where permitted). Vehicles or trailers shall not be utilized as a display or dispensing area. Power is provided in limited areas with approval from the Board and an additional fee.</p>
	<p>2. Due to insurance liability, all Vendors must have 25 lbs. or more weight per each leg of the tent. All tents must be in working order. If the vendor does not have enough weight or if the tent is broken, the Market Coordinator or his/her designee will ask the tent to be taken down.</p>
	<p>3. All signs may not protrude further than 3' from in front of vendor's allotted exhibit space and must not block traffic or pedestrian ingress or egress, or interfere with other vendors' display or views. Market Coordinator or his/her designee will have full authority on sign placement.</p>
	<p>4. Market Coordinator or his/her designee has full authority to re-assign exhibit space if it is necessary to fill in a gap.</p>
	<p>5. Set-up starts at 7:15 am and must be completed by 9:00 am. Arrivals after 9:00 must check in with Market Coordinator before set up. Vendors are responsible for removing all garbage from their stall space area. Each 10' x 10' stall space will be left cleaned. Breakdown starts at 1:00 pm and must be completed, and stalls vacated, by 2:30 pm. If a vendor with a reserved space does not plan to attend, they are required to notify the Market by 4pm on the Thursday before. Any notices received after 4pm Thursday will be counted as a "no show".</p>
	<p>6. All food products must be sold, displayed, and stored from a surface above the ground. Vendors must utilize tables, shelves, cases or other structures for these purposes.</p>
	<p>7. No soliciting shall be permitted within the Market area. Displays of public interest, such as nutritional, health or consumer information, may be displayed with the permission of the market Coordinator or his/her designee.</p>
	<p>8. Vendors are responsible for collecting and remitting their own sales tax if applicable.</p>
	<p>9. The Market Coordinator or his/her designee is responsible for enforcing the Vendor Rules. Vendors selling prohibited items will be asked to remove those items from sale or leave the Market. Continued violations of vendor rules will result in being banned from the Market with no reimbursement of fees paid.</p>

10. It is the vendor's responsibility to have liability insurance for their business.

11. Noise ordinance: Vendor music must not travel outside of vendor booth space. Quiet generators or invertors will be allowed for use during market hours.

12. All vendors are expected to maintain a professional demeanor towards patrons, other vendors, and market personnel. Drug use, alcohol use, smoking, and vaping are not permitted.

13. If a tent, weights, or both are rented, items must be returned to the market trailer before leaving. If needing to rent an item, the market must be notified in advance to make sure those items are available. Please email tfmvendorcommittee@gmail.com for rental availability.

14. Fees **MUST** be paid electronically by 4pm on Thursday before attending the market or you will not be placed on the map. If you are selling or renting items, you will receive an invoice by email. If you are not selling or renting items, you will not receive an invoice.

TFM Non Profit Application Checklist
INITIAL EACH BOX AFTER COMPLETION

- Filled out basic vendor information
- Initialed all of the rules
- Provided a copy of your Non Profit Certification