

# KYLE MARKET DAYS

## 2016 Vendor Information

**Location of Kyle Market Days:** Under the “Shady Oak Trees” of Historic City Square Park between Center St, Main St, Miller St and Burleson Rd. **Deadline to apply is the 5:00 p.m. Wednesday before Market Day.**

**Time of Kyle Market Days:** 9:00am - 1:00pm (Second Saturday of Month)

**April 9    May 14    June 11    July 9    August 13    September 10**

**And Encore Event - October 15 as part of the Founders' Parade**

**Booth Vendors** - (All vendors not offering food/drink intended to be consumed on site) Texas Sales Tax Certificate required as applicable. These vendors may sell items permitted within the CBD-2 Zoning District.

**Food/Drink Vendors** - (offering items intended to be consumed on site) Only 1 type of food vendor permitted; i.e. only 1 funnel cake vendor, or only 1 hot dog vendor. These vendors may offer pre-packaged at factory, pre-packaged at commercial kitchen or made-on-site food, drink or consumables. Copy of Food Handlers permit, Texas Food Manufacturers license, Food Truck Permit and/or Commercial Kitchen permit required by all vendors except pre-packaged at factory vendors. Texas Sales Tax Certificate required as applicable.

### **All Vendors:**

- **You are limited to offer the items you list on your application.**
- **Decisions will be based on receipt date of this application and number of events paid for.**
- **If spaces are not available when application and payment is received, staff will contact applicant.**
- **All spaces are 12'x12'. Spaces are on “First Come” basis. Vendors are to set up along sidewalks in one of the four sections. Food and Drink Vendors must set up on “EAST Section”. Event Partners and Sponsors may set up around the “WEST Section”. All other vendors are to set up in the “NORTH” or “SOUTH” Sections. See map.**
- **Vendors are responsible for their own display equipment, tents/canopies, utilities and set up. Set up begins as early as you like on Saturday morning, but must be ready by 9:00am. The event begins at 9:00am and ends at 1:00pm. Take down can begin at 1:00pm. All items must be within space. No “roaming sales” permitted.**
- **The City of Kyle is not responsible for enforcing private company's or corporation's rules on multiple vendors at same events.**
- **Stakes or nails may not be driven into the ground, water and electrical lines below the surface. You must bring your own weights to hold your tent/canopy down.**
- **Personal generators with a less than 70 decibel rating may be permitted within your booth.**
- **Vendor generated trash must be removed by the vendor.**
- **Parking around Square reserved for shoppers after 9:00am. If they can't park - they can't shop!**

Please make checks payable to: City of Kyle-Parks & Recreation Department, 700 Lehman Rd, Kyle, Texas 78640  
For more information, please contact the Kyle P.A.R.D. at (512)262-3939

*Please keep this page for your records.*

# KYLE MARKET DAYS

## 2016 Application & Vendor Contract

**Second Saturday of April - September**

Incomplete Applications Will Not Be Considered. Please Print Clearly.

**Name:** \_\_\_\_\_ **Business Name:** \_\_\_\_\_

**Mailing Address/City/Zip Code:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_ **or** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Vendor Website to be posted to promote vendor:** \_\_\_\_\_

**Texas Sales Tax I.D. Number (Required by the State of Texas):** \_\_\_\_\_

**Date(s) of Kyle Market Days application is for: (please check months that apply or check Annual if all months)**

**April 9**  **May 14**  **June 11**  **July 9**  **August 13**  **September 10**

**Encore Event - October 15, as part of the Founders' Parade and is only for those that participated in at least one of these dates.**

**Annual - Intends to participate on all 7 dates**

**Type of Vendor and Fees (Please check only one):**

\_\_\_\_\_ **"Grocery", Farmers Market and Live Plant Vendors - \$0 no charge**

\_\_\_\_\_ **All other Vendors - Monthly Fee \$20 (656)**

\_\_\_\_\_ **All other Vendors - Annual Fee \$80 (all 7 events) (656)**

**Vendors may not set up until payment is received**

**What are you planning to sell: ( Let us help you market your items so please be as specific as possible)**

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### **CERTIFICATION AND RELEASE OF LIABILITY:**

I, the undersigned, certify that I am 18 years old or above participating in the *Kyle Market Days*. I understand that falsification of any information on this form may disqualify me from this event. In consideration of the acceptance of my registration in the *Kyle Market Days*, I hereby release the City of Kyle, the City of Kyle Parks And Recreation Department, their agents, employees, officers, and servants from any and all damages and injuries which may occur while I am participating in the *Kyle Market Days*. I certify that I have the legal authority to execute this release on behalf of myself. I also certify that I have received and read this application form completely. I understand that the City of Kyle Parks and Recreation Department staff have the authority to remove participants from the event without refund.

**Permission for Photography:** The City of Kyle Parks and Recreation Department may use photographs of me to promote the event.

**Permission for Medical Treatment:** I acknowledge that I have given my authorization for myself to receive medical attention in case of injury or an emergency.

**Permission for Equipment Release:** I understand that whatever equipment I bring to the event is at my own risk and the City of Kyle is not responsible for lost, stolen or damaged property. I further understand that I will be responsible for any equipment issued to me by the City of Kyle and will return it to the same person and in the same condition as when I received it.

**Signature of Vendor:** \_\_\_\_\_ **Date:** \_\_\_\_\_