



Dear Maker,

A Makers Market invites you to apply to participate and become a member of a local artisan community in the Houston area. As we prepare for what we hope to be the best market season, please carefully read the application instructions below:

Location: 9934 Jones Road, Houston, TX 77065

Season: 4<sup>th</sup> Saturdays, Starting May 25<sup>th</sup> and additional Saturdays for the holiday season

Hours: 9am – 2pm

A Makers Market offers fresh Texas produce, baked goods, handcrafted and Texas-made items. Please note the hours are adjusted for the summer season with an intent to keep the market out of the heat of the day. The market is open rain or shine, to maintain the safety of shoppers and vendors, is subject to close without notice due to extreme weather conditions. It is a great place to bring the whole family, learn about Texas products and shop local.

We thank you for your interest!

Sincerely,

Michelle & Nikki Raibon

Event Program Managers

213.534.8647 call or text

Email completed agreement to: [thesupersfarm@gmail.com](mailto:thesupersfarm@gmail.com)

## **VENDOR RULES AND REGULATIONS**

**(Initial boxes to agree to policies/requirements.)**

A Makers Market is an open-air market that operates 9 am – 2 pm in the Lihn Dao City Center on the 4<sup>th</sup> Saturdays, monthly, from **May – December**. **(NOTE: Hours and event times are expected to change with market growth)**

1. A MAKERS MARKET managers have the final authority, on-site, to interpret and enforce rules and regulations. Vendors that do not comply with instructions and/or the policies and regulations of A Makers Market may not be eligible to participate in future markets.
2. All vendors must sign an agreement stating they will comply with the rules and regulations of A MAKERS MARKET and agree to follow the instructions of the A MAKERS MARKET managers.
3. All products sold at A MAKERS MARKET shall be grown or produced within the geographic boundaries of the State of Texas or within 150 miles of the A MAKERS MARKET.
4. Distributor products like Scentsy, Origami Owl, It Works, etc., are not allowed.
5. Hemp-based products are not allowed.
6. Highest standards of visual aesthetics are required. Please consider the appearance of your booth as this is reflective of A MAKERS MARKET. A MAKERS MARKET Management reserves the right to modify set-up.

### APPLICATION

1. Applying does not guarantee acceptance.
2. All vendors must have a valid Texas Sales Tax ID number along with other necessary business permits to participate in A MAKERS MARKET.
  - a. A Tax ID number may be obtained from the State Comptroller's office. Please visit [window.state.tx.us](http://window.state.tx.us) for an application.
3. Photos and/or links of your merchandise & setup.
4. Vendors may only sell items listed on their application. Any new items will need prior approval from A MAKERS MARKET manager beforehand.

### VENDOR COSTS

1. Rate is \$55 for a 10' X 10' outdoor grass space
2. Rate is \$65 for an uncovered concrete 10x10 space (parking spaces for patrons of Lihn Dao Pavillion 1). Spaces contain access to NEMA 10-30, 30amp, 125/250V RV Connections.
3. Rate is \$75 for covered outdoor concrete 10x10 space

4. Rate is \$45 for indoor 6ft tables (Air Conditioned Lobby) – Vendor is responsible for table and cloths
5. Rate is \$10 additional for corner booths.



## BOOTH RESERVATIONS

1. Vendors option to pre-pay for the entirety of the market will be made available - TBD. This space will be reserved for that vendor every date of the market. Vendors cannot give a reserved space to another vendor without management approval. (NOTE: This option is pending market growth and will be made available TBD)
2. **Priority will be given to vendors reserving through pre-payment.**
3. Payment is required to confirm dates along with a signed vendor agreement.
4. Payment and reservation of market is due by **NLT 1 week before market day** (no refunds issued).
5. **All vendors must confirm participation Monday at 2:00pm preceding the market via email and if paying weekly, pay via payment link by 5:00pm on Monday's. (Check/cash not accepted)**



## VENDOR BOOTHS/CHECK-IN

1. Check-in begins at 7:30 a.m. on Market days. All vendors must check in by 8:30 am. Refunds will not be given to pre-paid vendors that are late. All booths must be set by 9 am. No exceptions.
2. Vendors cannot begin set-up until they check-in. This includes vendors with reserved spaces.
3. Spaces, other than any reserved, are available on a first come, first serve basis.
4. **IMMEDIATELY** after unloading, vehicles must be moved from the loading area to the designated city parking lots.
5. Teardown begins at 2 pm. Early teardown will result in vendor not being eligible to participate in future markets. **Vendors MUST checkout with A MAKERS MARKET manager before teardown.**
6. All vendor spaces are 10' X 10' in size unless desiring a 6ft. table space. Vendors who are not under a market pavilion must provide their own 10' X 10' canopy tent and/or 6ft table and cloths. All tents must be clean, free of holes/tears and presentable to the public. Each leg must be anchored with at least 20 pounds of weight. **Stakes are not allowed except on grass area.**
7. Vendors must provide their own tents, tables, chairs, signage, refrigeration, storage, etc.
8. Vendors shall supply all materials and containers for customer sales.
9. Trash must be placed into suitable containers and hauled off by the vendor. Vendors must clean their space at the end of market. A fee of \$50 will be assessed if it is

necessary for the A MAKERS MARKET Manager to clean a vendor space. Fees will be paid prior to any future participation.

10. Electricity and water access is limited; prior arrangements must be made with A MAKERS MARKET management.
11. No generators or space heaters allowed.



#### HEALTH, SAFETY AND RELATED RULES

1. Vendors and their employees are responsible for informing themselves about and complying with federal, state and local health regulations and licensing requirements governing the production, display, distribution and sale of their products.
2. Manufactured food products must meet Harris County Health Department requirements, including licensing and permitting rules.
3. All food items must be properly labeled; unlabeled packaged and/or processed foods are not allowed.
4. Vendors providing samples of their products must comply with the rules governing sampling, market sanitation and health codes of the Tarrant County Health Department or other authorities, as applicable.



#### PARKING

1. Vendors must park vehicles in one of these designated city parking lots:
  - a. Designated **VENDOR** parking spots in the Linh Dao City Center
2. ADA parking is available.



#### WEATHER

1. The A MAKERS MARKET is open rain or shine.
  - a. If extreme weather conditions arise, to maintain the safety of shoppers and vendors, A MAKERS MARKET may close without notice.
2. There are no refunds or payment transfers for inclement weather.
3. A MAKERS MARKET does not provide shelters from rain, sun, wind, etc.
4. A MAKERS MARKET is not responsible for lost or damaged merchandise due to weather.



#### DURING MARKET HOURS

1. Smoking is prohibited in the vendor and sales areas during A MAKERS MARKET events.
2. Vendors may not change spaces during the day.
3. Vendors must sell from their booth only. No soliciting outside of booth is allowed.

4. No amplified sound allowed.
5. All vendors shall conduct themselves in a professional manner while at A MAKERS MARKET, including treating fellow vendors and A MAKERS MARKET management with respect and courtesy. Shoes and shirts are required at ALL times. Profanity or any other inappropriate conduct is grounds for permanent eviction from A MAKERS MARKET.
6. Weights and Measures: All products shall be sold at a standard weight or measure. Products may be sold by the pound, as long as scales used are certified by the Texas Department of Agriculture. Otherwise, produce shall be sold by the piece, pint, quart, peck or another generally accepted measure of quantity.
7. Quality Control: A MAKERS MARKET management reserves the right to ask a vendor to remove any inappropriate produce and other items of an unacceptable quality from the market.

SEASON

**Saturdays, 9 a.m. – 2 p.m. (additional dates may be added based on market growth)**

May	25 <sup>th</sup>	Sep	28 <sup>th</sup>
June	22 <sup>nd</sup> & 29 <sup>th</sup>	October	26 <sup>th</sup>
July	27 <sup>th</sup>	November	30 <sup>th</sup>
August	24 <sup>th</sup> & 31 <sup>st</sup>	December	21 <sup>st</sup> & 28 <sup>th</sup>

**Any vendor in violation of any of the above policies may be permanently removed from the A MAKERS MARKET and no refunds will be given.**

## Booth Selection

<b>Booths*:</b>	<input type="checkbox"/> 10' X 10' outdoor grass space	\$55	\$ _____
	<input type="checkbox"/> 10' X 10' uncovered concrete	\$65	\$ _____
	<input type="checkbox"/> 10' X 10' covered outdoor concrete	\$75	\$ _____
	<input type="checkbox"/> 6' Table in Lobby (near restrooms) <small>Limit 1 per Vendor</small>	\$45	\$ _____
	<input type="checkbox"/> Corner	\$10	\$ _____

Total Fees     \$ \_\_\_\_\_

\*Agreements received after the 15<sup>th</sup> of the month incur a \$20 Late Fee.

In order to reserve a booth, you must submit the agreement and booth selection. Booth assignments are on a 1<sup>st</sup> come 1<sup>st</sup> served basis. Show is closed when at capacity. All contracts must be paid in full by the 15<sup>th</sup> of the month prior to the show to avoid late processing fees. Complete Forms are mailed to: [thesupersfarm@gmail.com](mailto:thesupersfarm@gmail.com)

Name: \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Name of Business: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Describe What You Sell:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Social Media: \_\_\_\_\_

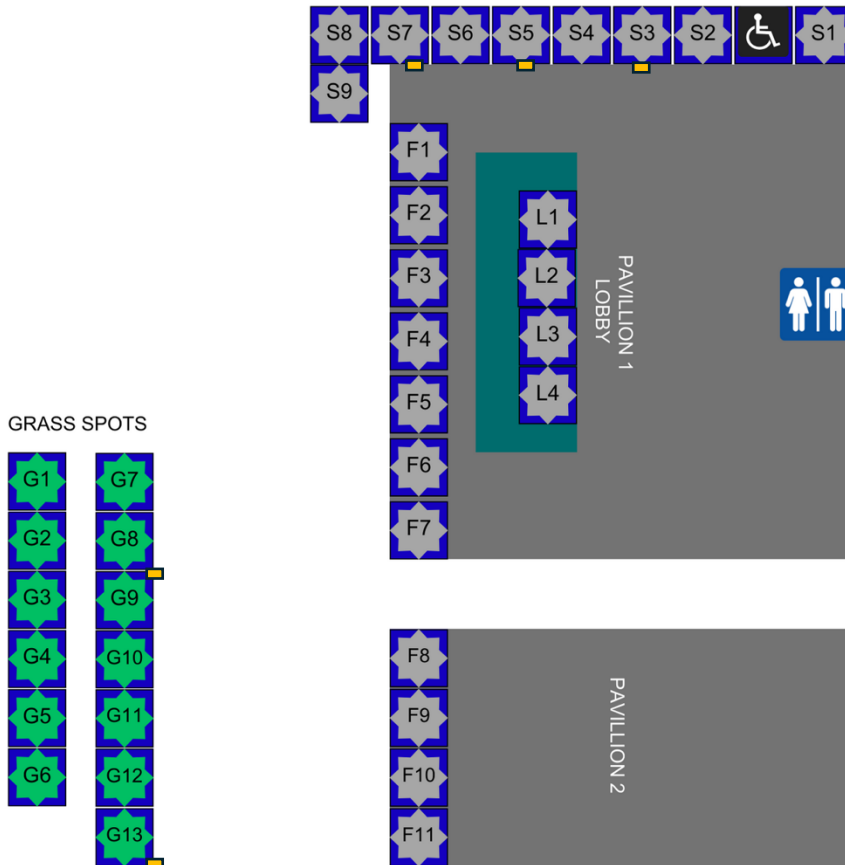
(choose one that depicts your products and setups)

Website: \_\_\_\_\_

# A Makers Market

At Linh Dao City Center

Homegrown and Handmade



- Electrical
- S1 – S9 : Uncovered Concrete
- F1 – F11: Covered Concrete
- G1 – G13: Grass
- L1-L4: Indoor Lobby
- Note:** Additional Booths Spaces Are Available for Future Market Growth

Jones Road