



## 2020-2021 Artisan Market Guidelines

### Event Dates

November 21st

December 19th

Partnered with Christmas on the  
Square

March 20th

April 17th

May 15th

### Booth Reservation Process:

- Reservations will begin 30 days prior to each scheduled Artisan Market.
- The booth layout will be available to view one month prior to the scheduled event.
- Booth spaces are reserved on a first come first serve basis.
- Reservations can be made with our office in person or over the phone Monday – Friday, 8:00am-5:00pm. (361) 485-3060

### Booth Space:

- All booth spaces will be measured, marked off and numbered prior to the event day.
- Vendors or their designee shall be onsite and available at all times during the event.
- Vendors can only occupy the designated booth space.
- Soliciting outside of the assigned booth space will not be tolerated.

### Payment & Fees:

- The Artisan Market is a rain or shine event.
- The booth fee is non-refundable but payments can be transferred to future events on a case by case scenario.
- There will be a \$30.00 charge on all returned checks.
- We accept Checks, Cash, Money Order, MasterCard, Discover and Visa credit cards.
- Artisan Vendor booth space is \$20.00 (10'x10').
- A \$3.00 card processing fee will be applied to payments made over the phone/online with debit or credit cards.
- The sale, assignment, sublease or offer to sell, assign or sublease booth spaces is prohibited.
- Vendors are required to have a Texas Sales Tax Permit. Call the Texas Comptroller at 800-252-5555 or local at 361-575-2874. You may also go to [www.window.state.tx.us](http://www.window.state.tx.us) to obtain the permit.

### Set-Up & Tear Down:

- Set-Up and tear down times, as well as layout details for each Artisan Market will be available one (1) week before for each Artisan Market.
- Vendors must provide their own tents, chairs, tables, extension cords, power strips & lighting.

- No alcohol may be consumed by vendors, workers, volunteers, or employees on site during scheduled event hours.

### **Products:**

- The sale or exhibit of animals is prohibited.
- No explosive devices or devices with offensive odors (i.e., stink bombs, smoke bombs, snaps, etc.)
- Canned drinks, bottled water and snack foods may only be sold by food vendors.
- NO GLASS beverages or food containers.
- NO OPEN bottles of wine can be sold.
- No vendor shall sell any illegal items or items that infringe on registered trademarks.
- The City of Victoria reserves the right to remove any product judged to be unacceptable or a danger to the public.

### **Electricity:**

- This event is held in a parking lot and there is no public access to electricity.
- The use of generators is prohibited.

### **Food Vendor Permits**

- All food vendors' trailers/vehicles must meet the State of Texas Health Department standards.
- A food service permit from the Victoria County Health Department is required for each food vendor. All food vendors are subject to inspection by the Victoria County Health Department. For more information please call the Victoria County Health Department at (361)578-6281 or visit their website:

<https://www.vcphd.org/index.php/divisions/environmental/food-establishment-program/mobile-food-units/>.

### **Clean-up:**

- All vendors are responsible for their own trash and keeping their booth space clean.
- In accordance with State Law, wastewater of any type may not be discarded into a public place, gutter, street, creek, etc.
- Trash containers will be provided on site. Grey water containers will not be provided.
- Do not pour coals or grease on ground or asphalt.
- Any and all spills must be cleaned up immediately and may result in an additional charge if damages to property are incurred.