



**First Monday Trade Days
Vendor Reservation and Information**

Please Print

First Name: _____ Last Name: _____

Business Name: _____

Primary Phone: _____ Secondary Phone: _____

Business Address: _____

(City/State/Zip): _____

Email Address: _____

Emergency Contact: _____ Relationship: _____

Emergency Contact's Daytime Phone: _____ Evening Phone: _____

State of Texas Sales Tax ID Number: _____ Certificate Copy Provided: Yes No

Merchandise to be Sold: _____

Additional Persons Occupying Your Vendor Space: _____

Signature of Applicant

Date

FOR OFFICE USE ONLY:

Approved Denied Pending Notes: _____

First Monday Trade Days Coordinator

Date



**First Monday Trade Days
Acknowledgement of Policy and Procedures**

The goal of the First Monday Trade Days Event Staff is to provide an attractive, safe, and clean environment for vendors and customers alike, which is accomplished through policies and procedures set for the event. In order to become a vendor at the First Monday Trade Days Event, you must complete the information below acknowledging that you have read, understand, and agree to operate within those policies and procedures, and are in compliance with State of Texas Sales Tax Guidelines.

Please initial next to the following statements:

- _____ I have received, read, understand, and will follow the Weatherford First Monday Trade Days Policies and Procedures, and understand that if I do not follow these Policies and Procedures, I jeopardize my privileges as a vendor.
- _____ I understand that any failure to comply with Weatherford First Monday Trade Days Policies and Procedures may result in removal from the premises at management discretion without refund, as well as loss of rental space.
- _____ I understand that the First Monday Trade Days Coordinator reserves the right to reject any requests for reservations and/or decline renewal to any vendor.
- _____ I understand that in order to be a vendor at Weatherford's First Monday Trade Days I am required by the State of Texas to have an active Sales Tax Identification number on file with the Comptroller's office, unless an exemption applies.
- _____ I understand that the City of Weatherford, Parks and Recreation Department reserves the right to update the Weatherford First Monday Trade Day Policy and Procedure Guidelines as necessary without prior notice to ensure the integrity and safety of the City at large to include City facilities. City employees, City property, the community, citizens, vendors, customers, and the general public.

Please Answer the Following Statements Yes or No:

- _____ A copy of my current, valid and active sales tax ID certificate is attached to this form.
- _____ I am exempt from sales tax per the State of Texas.

Signature of Vendor

Date

Printed Name of Vendor