



**First Monday Trade Days  
Vendor Reservation**

***Please Print***

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

(City/State/Zip): \_\_\_\_\_

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

**State of Texas Sales Tax ID Number:** \_\_\_\_\_

\*\*\*\*\* THIS IS NOT an EIN NUMBER OR an SSN NUMBER \*\*\*\*\*

**There is no fee to apply for a Texas Sales and Use tax permit**

**How to get a permit**

- <http://comptroller.texas.gov/taxes/permit>
- Phone number: 1-800-531-5441 ex 30925

**Non-Profit Organization - Must provide tax-exempt documentation**

Merchandise to be Sold: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

☐ Approved    ☐ Denied    ☐ Pending    Notes: \_\_\_\_\_

\_\_\_\_\_  
First Monday Trade Days Coordinator

\_\_\_\_\_  
Date

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**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 public.

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Vendor

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