



First Monday Trade Days Policies and Procedures

FMTD Event Weekend Office Location 317 Santa Fe Drive Weatherford, TX 76086 ONLY open during event weekend: Friday 8am – 4pm Saturday 7am – 4pm Sunday 8am – 4pm	FMTD Weekly Office Location 548 Santa Fe Dr Weatherford, TX 76086 Phone: (817)598-4359 Fax: (817)598-4354 firstmonday@weatherfordtx.gov Monday – Friday 8am – 5pm	Texas Comptroller's Office Texas Sales Tax ID Information Texas Comptroller of Public Accounts Lyndon B. Johnson State Office Building 111 East 17th Street Austin, Texas 78774 Phone: 800-531-5441 ex 30925 https://comptroller.texas.gov/taxes/permit/
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FIRST MONDAY TRADE DAYS WEBSITE: weatherfordtx.gov/parks

HOW TO BECOME A VENDOR

- Provide completed Vendor Reservation form.
- Provide us with a copy of your ACTIVE Texas Sales Tax ID (ALL VENDORS ARE REQUIRED TO HAVE ONE)

RESERVING/VENDOR INFORMATION

- **Open Reservations:** Begins at 8am the Monday following the event weekend. The reservation period ends at 4pm the Thursday before the First Monday Trade Days Event weekend.
- **Pre-Reserved Vendors:** (\$30 per space, per weekend) To renew current lot(s), vendors must be setup in their space and reserve in person during the First Monday Event Weekend to pay for the next month. It is the vendor's responsibility to renew their current space(s) within the deadline. If a reserved space is left vacant every day of the event weekend, the vendor will knowingly forfeit reservation fees and priority to the space(s). Staff will not hold spots, no exceptions.
- **Absentee:** (\$10 per space) Do you know you will miss a month but want to keep your space? Roll your space to the next month. Reserved Vendors are allowed to file for an absentee of their space(s) twice in a calendar year. No absences will be accepted the week prior to the event weekend. An absentee is only permitted after payment is made for the reserved space, including any other fees.
- **Walk-In Vendor:** (\$15 per space, per day - \$45 for entire weekend) Walk-In vendors are vendors reserving during the event weekend and are not Pre-Reserved Vendors. Walk-in vendors reserve and pay for setup starting the day they are at the Event Grounds Office to reserve.
- **Livestock Vendor:** (\$10 per space, per day) Approved Livestock Vendors will pay their rental fee at the Farm & Ranch Office on site. These vendors may sell livestock that include, but are not limited to cattle, chickens, donkeys, ducks, emus, fowl, goats, guineas, horses, mules, ostriches, rabbits, exotic birds, certain species of fish and certain species of reptiles. Selling cats, dogs and swine is PROHIBITED.
- **Non-Profit Vendor:** Must have proof of non-profit status through the state of Texas in order to qualify for a free space. The organization will be assigned a space in a designated area (limited availability).
- **Electricity: (\$10 per plug, per day)** Available in multiple areas on a limited basis, please ask staff about a space with electric during reservation. Electrical extension must be outdoor specified, UIL Coded, must not be damaged, frayed or any prongs ("ground" or "neutral") on the cord removed. Electrical bar strips are prohibited. 20 AMP limit per plug. **Water (\$5 a day)** Limited availability, near electric boxes.
- Reservations may only be made on a month-to-month basis. We do not reserve multiple months at once.
- Vendors may overnight within the confines of an assigned space, no campfires or open flames.

FOOD VENDORS:

- **Non-Inspected Food Vendors/Cottage Food Law Vendors:** (\$45 per weekend event) Approved Vendors who sell pre-packaged, non-hazardous foods and/or drink. Approval by the Consumer Health Department may be required depending on the type of consumables being sold (Example: Home-made goods, eggs, meat products etc.). The deadline for approval is (5) business days before the event weekend. If vendor has not met requirements before the deadline, they may not sell food items.
 - Fill out a Cottage Food Law Reservation Form: Requirements are attached to the form.
 - Texas Cottage Food Law Information: <https://texascottagefoodlaw.com/>
- **Temporary Food Establishment Vendor:** (\$45 per space, per weekend) Food Tents – Will be required to fill out a Temporary Food Establishment Permit. A waitlist may apply.
- **Mobile Food Unit Vendor:** (\$90 per space, per weekend) Food Trucks/Trailers –Submit a Food Vendor Reservation Form along with images of your unit setup, food, and menu. A waitlist may apply. Once approved, an annual food permit is required through the Consumer Health Department.

GENERAL INFORMATION:

- All vendors are responsible for their own money/change for sales. Change is not available from the Event Center's office.
- This is a rain or shine event, no refunds will be given due to bad weather.
- Vendors are responsible for their own behavior and the behavior of other assignees that represent the vendor. No inappropriate behavior is allowed on City of Weatherford property. Vendors must maintain their space in a manner that protects the safety of the public and surroundings.
- Subleasing of vendor space(s) is prohibited.
- Solicitation in areas outside of rented vendor space is prohibited. Every individual must stay within the reserved vendor space(s) to sell items, hand out information or promote a recognized organization or cause.
- No food or drinks may be given away. Samples must be approved by event staff prior to the event.

SET-UP, BREAKDOWN AND CLEAN-UP PROCEDURES:

- No vehicular traffic in any lot between 9am and 4pm on Saturday and Sunday of the event weekend.
- Vehicles are only allowed to be parked in select vendor spaces between 9am – 4pm on Saturday and Sunday of event weekend, please ask staff which spaces cars are allowed upon renting.
- Trailers are only allowed in select areas if merchandise is displayed on the trailer and sold directly from the display. They may NOT be used as storage, NO exceptions. Must be approved by staff prior to event.
- Parking for trailers that are not being used as part of vendor display is available in the Farm & Ranch parking lot.
- Oversized trailers or vehicles such as 18-wheelers are not permitted.
- Vendors may bring their own canopies and/or tents, all stakes must be less than ten inches in length.
- Scheduled set-up time for Pre-Reserve Vendors is no earlier than 8am on the Thursday prior to the event.
- Final trash pick-up is 4pm on Sunday of event weekend. Trash clean-up fee is \$25 if trash after that time.
- The deadline to remove all items from your space(s) is the Monday following the event weekend by 12pm. Failure to remove items will result in a clean-up Fee of (\$25). This fee is due before future reservations, continued violation of this nature will result in loss of vendor privileges.

PROHIBITED ITEMS INCLUDE, BUT ARE NOT LIMITED TO:

- Firearms are limited to four (4) guns/weapons displayed and must have all triggers secured by gun locks or strip ties, which must remain on each firearm while on the grounds. All ammunition clips are required to be removed from firearms while on the grounds. NO ammunition is allowed on the premises.
- No ammunition or explosive devices
- No confederate flag sales or displaying with the intent to sell.
- No use of generators, selling them is allowed.
- No selling of alcohol (unless pre-approved), smoking devices, or tobacco products.
- No illegal drugs or drug paraphernalia.
- No pornography or adult language displayed or advertised.
- No violent pictures or language used to demean or incite.
- No illegal knives, swords, or weapons (determined by local law enforcement officers).
- No campfires or open flames

BRINGING PETS TO THE EVENT:

- Pets are allowed on the grounds if on a leash and tagged with appropriate identification and rabies vaccinations.
- All pet waste must be picked up by the owner immediately.
- Vendors/Customers with aggressive pets will be asked to leave the premises.

LIABILITY, ACCOUNTABILITY AND LEGAL RESPONSIBILITIES:

- Report any suspicious or illegal activity to the Police Dispatch, (817)598-4300 and to First Monday Trade Days staff, (817)598-4359.
- City of Weatherford IS NOT responsible or liable for the loss or theft of any property or merchandise, quality of merchandise bought or sold, and/or any injury from any incident that occurs at the event.
- Anyone found to be in violation of any policies, or any ordinances imposed by the City of Weatherford and/or any laws or regulations by the State of Texas will be asked to leave the First Monday Trade Days event immediately without warning. Failure to comply with the rules and regulations set forth in the First Monday Trade Days Policies and Procedures, including the Texas penal code, will result in loss of vendor privileges and immediate removal from the event without refund at management discretion.
- Management reserves the right to reject any requests for reservations, monitor merchandise, displays, and decline renewal to any vendor.
- The City of Weatherford reserves the right to update the Weatherford First Monday Trade Day Policies and Procedures as necessary, and without prior notice, to ensure the integrity and safety of the City at large to include city facilities, city employees, city properties, the community, citizens, vendors, customers, and the public.