



# DSFM VENDOR RULES ACKNOWLEDGEMENT

Every sales agent or representative must complete the following before selling. *Please initial each line.*

Business/Agent: \_\_\_\_\_

\_\_\_\_\_ 1. ATTENDANCE: Market Manager creates a unique booth layout for each week's market from the booth reservations made and paid for on-line by **Tuesday, 12pm**, preceding each Wednesday's market. Late booth reservations can be made by contacting the Market Manager. An additional \$10 Late Reservation fee will be added to the regular booth fee. Vendors receive an email the Tuesday before market with booth assignments and important market information.

\_\_\_\_\_ 2. ARRIVAL & SET-UP: Market Manager arrives two hours prior to market open. Vendors must arrive no later than 1/2 hour prior to market open, and ready to sell 15 minutes prior to market opening.

\_\_\_\_\_ 3. TENTS: You are responsible for the safety of yourself and others, including any damages or injuries incurred as a result of negligence. Safe set-up and take-down procedures must be followed:

- A. Appropriate weights (minimum 25 lbs. per leg) must be in place and ready to attach prior to opening the canopy.
- B. Open canopy WITH HELP until weights are attached and secured.
- C. In dangerous wind conditions, canopies may be prohibited.

\_\_\_\_\_ 4. VENDOR PARKING: When applicable, after unloading and before market opens, vendors must move their vehicles to the designated vendor parking area (to provide for safe and ample customer parking).

\_\_\_\_\_ 5. EARLY BREAK-DOWN: Vendors are required to stay for the entire market, even if they sell out early. In extenuating circumstances, a vendor must obtain permission from the Market Manager to leave before close of market.

\_\_\_\_\_ 6. PRODUCT APPROVAL: All products offered for sale must be listed on the Vendor Application. New products must be submitted in writing (with labels, if appropriate) to the Market Manager, who may approve or require submission of updated application.

\_\_\_\_\_ 9. TRASH: Vendors are expected to help keep the market tidy and provide trash receptacles when offering samples. Market trash containers are for customers; vendors must pack out their own trash at the end of the market and ensure their booth spot is clear of refuse.

\_\_\_\_\_ 10. PETS: Leashed dogs are allowed within the vendor's booth space. Please pick up after your pet.

\_\_\_\_\_ 11. SMOKING: Smoking is not allowed within the market area or entrance but is allowed in the parking lot.

\_\_\_\_\_ 12. COMPLAINTS/INCIDENTS: See Market Manager. Forms are available at the Market Info Booth.

\_\_\_\_\_ 13. FEES & FINES: See table below for

	Late Registration	Late Arrival	Weights Infraction	Trash Infraction
1 <sup>st</sup> Occurrence	\$10	\$10	\$10	\$10
2 <sup>nd</sup> Occurrence	\$10	\$25	\$25	\$25
3 <sup>rd</sup> Occurrence	Additional fines up to \$50 or corrective actions, including refusal from market. Appeals may be made to Farmers Market Committee.			

*I also agree to, in consideration of being allowed to Participate at the Dripping Springs Farmers Market, indemnify, defend and hold harmless City of Dripping Springs and the Dripping Springs Farmers Market, its agents, servants, employees, and volunteers from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees, regardless of the merit or outcome of any such claim or suit arising out of the use or occupancy of the premises by Participant, its agents, servants, employees, and volunteers in connection with Participant's participation in the Dripping Springs Farmers Market and in the performance of services, work or activities under this Agreement and the Dripping Springs Farmers Market Rules and Regulations.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date