



Vendor Details and Application Form for

Rose City Artisans & Flower Market at the Goodman

The Artisans and Flower Market is an upscale open-air market. Artists, vendors and artisans can sell everything from hand-crafted fine art (mixed media), garden décor, hand-made items (jewelry, pottery, wood crafts, sculptures, home-baked goods) to bedding plants, herbs, bulbs, wine, and more, plus live entertainment and concessions.

This two-day event is open to the public and admission is free.

Please note the following event details:

1. Event Dates: **Friday, March 24 and Saturday, March 25, 2017**
2. Event Times: 10 a.m. to 4 p.m. (both days)
3. Event Location: LeGrand Park, 624 N. Broadway Ave., Tyler, TX 75702
(on the grounds of the Goodman-LeGrand Museum, Downtown Tyler)
4. Event Host and Organizer: Goodman-LeGrand Museum, Tyler Parks and Recreation Department
5. Contact Information: Mary Foster, Museum Curator, (903) 531-1286 or email: mefoster@tylertexas.com
6. Event Fee: **\$50.00** per space
7. Booth Space Dimensions: 10' x 10 to 10' x 15'
8. The Tyler Parks and Recreation Department will provide one 8-foot table per space and two chairs
9. Individuals must provide their tent, display materials and any additional chairs
10. This will be a juried event (email images of merchandise or provide website)
11. There is limited access to non-potable water; if needed, artisan/vendor must supply a water hose
12. There is limited access to electricity; if needed, artisan/vendor must supply an extension cord
13. Free coffee and bottled water will be provided to artists, vendors and artisans

Complete Vendor Application Form. Please enclose a check or money order payable to the City of Tyler (add Goodman to note section). Please mail or bring form with payment by: **Sat., Feb. 25, 2017** to:

Goodman-LeGrand Museum
624 N Broadway Ave
Tyler, TX 75702

Artisan/Vendor Application Form

Artisan/Business/Organization Name: _____

Type*: _____

*Example: Retail, Temporary Food Establishment, Non-Profit, etc.

Contact Person: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Website: _____

Description of Products to be Sold: _____

Please read each market rule and initial in the space provided. Applications will NOT be accepted unless each rule is initialed. Please note ANY violation of these rules will result in removal from participating in this and all future Markets. All fees paid will be forfeited. By initialing and signing this form, you agree to remain in compliance throughout the event.

_____ 1. **ALL VENDORS MUST BE PRESENT DURING THE EVENT.**

_____ 2. All booths must be set up by 9:30 a.m. on Friday, March 24, 2017. Tear down will begin at 4 p.m. on Saturday, March 25, 2017. **All booths must be in full operation until 4 p.m. each day.** Early shut-down will result in exclusion from future Markets. Vendors are responsible for the set up and tear down of their booth.

_____ 3. The **ENTIRE** application must be completed and returned with at least **two current photos** of crafts/art/sale items by the **deadline of Saturday, Feb. 25, 2017**. Photos may be mailed or emailed to (mefoster@tylertexas.com). Submission of the vendor website address is allowed. Facebook pages are not acceptable.

_____ 4. **ALL** types of items that you wish to sell at the Market must be listed on this application.

_____ 5. **NO** refunds and **NO** credits will be given once acceptance and confirmation is sent. **NO EXCEPTIONS.**

Artisan/Vendor Application Form

Page 2 of 3

_____ 6. Any and all applicable permits (Sales tax permit, Temporary Food Establishment permit, Texas Cottage Food Law food handler's certificate, etc.) must be displayed in the booth at all times. The Tyler Parks & Recreation Department and City of Tyler will not be held responsible for vendors lacking any and all applicable permits and/or certifications. Upon acceptance, if applicable, you must provide proof of licensure with the Northeast Texas Public Health District. Please refer to www.healthyeasttx.org.

_____ 7. This is a juried event. Participation in previous events does not guarantee acceptance into this Market. Applications will be approved based on variety and interest that maintains an upscale, quality event.

_____ 8. You must stay within your purchased booth space. No person is permitted to use additional booth space unless purchased through event staff.

_____ 9. **NO** vendor vehicles are permitted on Market grounds from 10 a.m. to 4 p.m. on event days. This includes the one-way drive along the front of the Goodman Museum. **NO EXCEPTIONS.**

_____ 10. The Rose City Artisans & Flower market is a non-smoking event. Smoking is not permitted on the Market grounds nor in the LeGrand Park.

Participant Acknowledgement/Release

I, _____, (hereinafter "Booth Operator") hereby make application to become a participant/vendor in the **Rose City Artisans & Flower Market at the Goodman** event. Booth Operator agrees to abide by the rules and regulations as set forth herein, and such other rules as may be established or amended by the **Rose City Artisans & Flower Market** Committee or the Tyler Parks and Recreation Department and the City of Tyler. Booth Operator will sell only those items or conduct those activities that have been specifically approved in writing. Furthermore, Booth Operator hereby releases, indemnifies, forever discharges and holds harmless **Rose City Artisans & Flower Market**, the Tyler Parks and Recreation Department and the City of Tyler from any responsibility or liability for loss, claims, damages, theft, injury or accident from activities conducted in preparation for, during and immediately following the **Rose City Artisans & Flower Market** event. Booth Operator assumes full and complete responsibility and will hold harmless the Tyler Parks and Recreation Department and the City of Tyler, its officers, council members, directors, servants, agents, employees or volunteers from any loss, lost profits, damage or injury to the person or property of the Booth Operator or Booth Operator's agents, customers, or invitees. It is further agreed that Booth Operator shall maintain his/her space, merchandise, activities and business practices in compliance with all applicable local, state and federal laws and regulations. Booth Operator understands that violation of or noncompliance with this release or any rule, regulation, law, ordinance, or decree may result in immediate expulsion of Booth Operator and his/her exhibit from the **Rose City Artisans & Flower Market** without a refund of any applicable fees paid.

Artisan/Vendor Application Form

Booth Operator is responsible for all booth set-up and take down of merchandise, displays and tents or covers. It is further understood that each booth operator is responsible for assuring that all items in his/her own booth are well secured in the event of weather (i.e. wind, rain, etc.) and that weights must be used to secure all corners and parts of booth (tables, shelves, hanging racks, etc.) so as not to blow into or damage another booth operator's booth and merchandise. In the event that Booth Operator's tent or any part of the booth causes damage to another vendor's booth due to negligence on his/her part, the Booth Operator will be responsible for those damages.

Signed:

Print Name:

Booth Name:

Date:

Please note that the booth fee includes only marked booth area. This is an outdoor event and grounds are not level. Vendors must be prepared to display in an un-level area. NO booths will be moved once Market opens. Event staff reserves the right to question merchandise during event. Additional information will accompany acceptance and confirmation information.

Please make check or money order payable to City of Tyler (add Goodman to note section), and return completed application form and payment to:

Goodman-LeGrand Museum
Attn: Mary Foster
624 N. Broadway Ave.
Tyler, TX 75702

If you have any questions, please feel free to contact Mary Foster at (903) 531-1286, or email her at mefoster@tylertexas.com. You may email her your completed application form and/or images of merchandise. However, acceptance of the application and participation in the Market cannot be confirmed until payment is received. If your application is not accepted, your booth fee will be returned. Please note, no refunds/credits will be issued once application is accepted and a confirmation is sent.

Thank you for your interest, and we will see you at the Market!