

# Downtown Midlothian Market Vendor Package & Initial Application Information



2019

# Downtown Midlothian Market 2019

## **Mission Statement:**

**The Downtown Midlothian Market (DMM) strives to provide a program that connects the community to local farmers, producers, and other vendors while providing wholesome family activities and programs.**

## **Events:**

DMM is committed to providing a full schedule of special events that will attract local families and customers to the market.

- We will sponsor an open Downtown Midlothian Market every Saturday from May through October (with the last market being held at the fall festival grounds).
  - Time: 8 am until 1pm
  - Where: Downtown Midlothian / Heritage Park (by Log Cabin)
  - Check In: 7 am on Market day.
  - All fees must be paid and permits on file **prior** to Market day.

## **Approved Products- Product Mix**

The Product mix for the DMM is designed to provide fresh produce and unique food items from the region. Although a focus on Texas and local Ellis County products is preferred, DMM will be open to any opportunity to broaden the market's offerings. It is our goal to provide a wide variety of products at DMM events as possible.

### **Ground Rules:**

1. All DMM businesses **must remain open for the entire time** of the operations of DMM.
2. Setup will start no earlier than 6:00am, and each vendor must be in place with their booth completely set up no later than 7:30am.
3. The DMM is not a food court. It is a place where customers purchase products for use off site.
4. All vendors shall conduct themselves in a professional manner, including: no alcoholic beverages, no pets, and shoes and shirts required at all times.
5. A limited number of businesses will be allowed to sell "non-food" related products such as imports, garden, artisan or handcrafted products.
6. All vendors must outline and provide photographs of products that they intend on selling. Additional products cannot be sold without first submitting a written proposal to the DMM Administrator requesting approval and receiving a written approval. Vendors attempting to sell products that have not been listed on their original product list will be required to remove any unapproved products immediately.
7. Agricultural products licensed, inspected or otherwise regulated by the federal government, the State of Texas, Ellis County or the City of Midlothian may be sold only upon DMM's receipt and acceptance of required documentation of compliance. Vendors must abide by all applicable federal, state and local health regulations, and must adhere to federal guidelines on all labels.
8. All equipment must meet applicable federal, state and local regulations including, City of Midlothian Health Code, Fire Code and City Permits.
9. All products shall be sold at a standard weight or measure.

10. All costs associated with equipment or space is the vendor's responsibility.

11. All payments are to be made by cash, check or money order. Please make checks and money orders payable to Midlothian Downtown Business Association (MDBA).

12. No products are allowed to encroach into the sidewalks.

13. Products in the area must be taken back with the vendor at the end of each business day and secured by the vendor.

14. Vendors will be responsible for securing their own product inventory during and at the end of each business day.

15. Products/Displays cannot generate noise or unpleasant odors that will disturb customers or other businesses. All requests to cease an action or activity must be obeyed.

16. All businesses must display a sign on their booth showing the name of the vendor and their address.

17. Signage must be done in a professional manner.

18. Each vendor is responsible for obtaining a sales tax number if required by the State of Texas and collecting and paying any sales tax that may be assessed on their products. DMM is not responsible for collection, audit, or other related sales tax activities.

19. The DMM 2019 season is in effect for a total of 23 weeks. Vendors who are in attendance for at least 12 of the 23 weeks will be eligible for a booth spot **with no additional fees** at the Midlothian Fall Festival (*booth is to be located in the area designated for the Downtown Midlothian Market to be eligible for free space*).

20. Vendors who have paid their fee to the MDBA for the 2019 season but who have not met the above attendance criteria are eligible to have a spot at the Fall Festival (*in the area designated for the Downtown Midlothian Market*) **but will have to pay an additional fee of \$100 for this event.**

21. **No stakes will be allowed at Heritage Park or the Fall Festival grounds to secure vendor canopies. Only weights are permitted.**

22. **Recycling must be placed in the recycle dumpster located at the northeast corner of city hall's parking lot. Please do not overflow the trash cans. Excess may be placed in the dumpster on the south side of City Hall.**

23. **All food vendors will be located at the northeast corner of Heritage Park in the city hall parking lot (not on the grassy area).**

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The following product mix guidelines are included to assist vendors in identifying the types of businesses allowed in the DMM. This listing is not all inclusive and vendors are encouraged to submit applications to sell unique, creative suggestions for quality food and food related products.

**A. Foods: The following food items are suggestions but do not limit yourself from pursuing other opportunities.**

1. Fresh produce (fruits, vegetables, nuts, herbs, grains, etc.)
2. Meats and dairy
3. Bakery
4. Coffee and teas
5. Confections

**B. Prepared Foods: DMM will permit a variety of prepared food. All prepared foods must be labeled properly according to State and Federal Regulations.**

1. Fine chocolate
2. Olive oils and vinegars
3. Jams & jellies
4. Dressings
5. Spices/ Herb blends

**C. Food and Kitchen Related Products: DMM will permit a variety, of other food related products including for example:**

1. Kitchen store with kitchen products
2. Cook books
3. Picnic baskets, lunch bags, lunch boxes

**D. Florist**

**E. Home/Garden**

**F. Arts & Crafts**

**G. Accessories**

**LOCAL CONTACTS FOR PERMITS**

City of Midlothian  
1150 North Hwy 67  
Midlothian, TX 76065

(972) 775-7614

**Hours**

Monday - Friday  
8:00 am - 5:00 pm

**If a temporary food permit is required it will last the duration  
of the annual market.**

**Please return the Vendor Application to the following address:**

**Event Chairperson:**

**Roberta Slayton**

**Flowers by Roberta**

315 North 9<sup>th</sup> Street \*Midlothian, TX 76065

**(972) 775-2270**

**FlowersByRoberta@att.net**

**PLEASE MAKE CHECKS PAYALBE TO MIDLOTHIAN  
DOWNTOWN BUSINESS ASSOCIATION**

## **VENDOR AGREEMENT**

The Downtown Midlothian Market will require a completed Vendor's Application. The Downtown Midlothian Market currently is charging a booth space of \$100.00 for the 2019 Season (consisting of 25 weeks and including the fall festival is vendor eligible). This fee is subject to change at any time. All Vendors must be assigned a Downtown Midlothian Market booth **prior to the date of the market** to be a valid Vendor. Downtown Midlothian Market Administrator does not guarantee the exclusivity for any product. The Downtown Midlothian Market Administrator will review all applications and then make the placements. Downtown Midlothian Market will take into consideration the senior Vendors; however this will not be the only basis for the selection of your booth placement. Electricity is not currently provided with the booths. By signing below, the Vendor agrees to be fully liable for any and all claims arising from or related to their booth, products and activities. In addition, Vendor agrees to hold harmless the City of Midlothian, the Midlothian Downtown Business Association for any or all claims arising from or related to their booth, products, and activities.

Please note the Downtown Midlothian Market 2019 season is in effect for a total of 25 weeks Vendors who are in attendance for at least 12 of the 25 weeks will be eligible for a booth spot **with no additional fees** at the Midlothian Fall Festival (**area designated for the Downtown Midlothian Market to be eligible for free space**). Vendors who have paid their fee to the Midlothian Downtown Business Association for the 2019 season and who have not met the attendance criteria are eligible to have a spot at the Midlothian Fall Festival (**in the area designated for the Downtown Midlothian Market to be eligible for free space**).

***I acknowledge and understand the agreement stated above.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR OFFICE USE ONLY/ATTENDANCE:

5/4	5/11	5/18	5/25	6/1	6/8	6/15	6/22	6/29	7/6	7/13	7/20	7/27
8/3	8/10	8/17	8/24	8/31	9/7	9/14	9/21	9/28	10/5	10/12	10/19	

# Vendor Application

Date: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Business Name:

\_\_\_\_\_

Name / Primary Contact:

\_\_\_\_\_

Business Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

Brief list of products you wish to provide:

\_\_\_\_\_

\_\_\_\_\_

Also, please attach photographs of products you would like to sell.

***I HAVE READ AND UNDERSTAND THE DOWNTOWN MIDLOTHIAN MARKET VENDORS PACKET AND I AGREE TO ABIDE TO ALL DOWNTOWN MIDLOTHIAN MARKET RULES AND GUIDELINES.***

\_\_\_\_\_  
PRIMARY CONTACT SIGNATURE    DATE

Office Use Only:

Paid by Cash: \_\_\_\_\_ Paid by Check: \_\_\_\_\_