



Austin Street Plaza Farmers Market 2019 Vendor Application Packet

Applications Due/Postmarked by April 12, 2019

Dear Farmers Market applicant:

We invite you to apply to participate in the Austin Street Plaza Farmers Market. The market will be held each Saturday from April 27th – September 27th from 8:00 AM - 12:00 PM.

Please follow all application instructions carefully and note that the deadline for submitting applications is April 12, 2019. All applicants will be notified of acceptance or non-acceptance via email by April 15, 2019.

The following items must be completed and enclosed for the application to be considered:

- Completed application
- Current photos of your products and/or your overall display
- Notarized Hold Harmless Agreement (included in packet)
- Copy of General Liability Certificate (name City of Roanoke as 'Additional Insured')
- Copy of Product Liability Certificate

Mail completed application and necessary documents to:

City of Roanoke
Attn: Mary Jo Tellin
Special Events Coordinator
PO Box 1249
Roanoke, TX 76262

Sincerely,
Mary Jo Tellin
Special Events Coordinator
City of Roanoke

Farmer's Market 2019 Application Form

APPLICATION DEADLINE: APRIL 12, 2019

General Information

Company Name:	
Contact Name:	
Mailing Address:	
City, State Zip:	
Business Phone:	Cell Phone:
Phone Number During Market:	
Email Address:	
Business Website:	

Description of items to be displayed/sold: _____

How did you hear about the Farmer's Market 2019? **Select One.**

- | | |
|---|--|
| <input type="checkbox"/> Returning Vendor | <input type="checkbox"/> Social Media Ad |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> City Staff | <input type="checkbox"/> Other _____ |

***Please enclose photos of items to be sold/photos of booth set up. Photos of accepted vendors become property of the City of Roanoke.**

VENDOR INFORMATION

1. If selected as a Farmers Market vendor, an email will be sent out by April 15, 2019 with operational guidelines and a map.
2. Submission of application does not guarantee acceptance or placement. Market Managers and City staff reserve the right to select or reject vendors.
3. All vehicles must exit the market area by 7:45AM and be parked in the designated vendor area.
4. Vendors are required to stay open from 8:00AM to 12:00PM, unless prohibited by severe weather.
5. Vendors must supply their own equipment and additional table/tent decorations. The City will provide tents.
6. All sale and display items must be contained within designated sales area.
7. You and/or your representative must be present at your assigned table during Market hours.
8. The City of Roanoke does not assume responsibility for damage or theft of your property.
9. Vendors are responsible for submitting all applicable taxes directly to the proper agency.
10. Pets are permitted, but must be on a leash at all times.
11. All exhibitors are expected to conduct themselves in a professional manner, and in accordance with the rules of this agreement. Any unruly conduct, refusal to follow rules or use of foul language to Market Managers, patrons or City staff will be considered grounds for expulsion from the Market. Exhibitor will not be invited to return to subsequent Markets.
12. Vendors will have no alcohol, illegal substances or weapons on person or in the sales area during the event.
13. Vendors agree with the provisions provided in this packet. Vendor agrees to follow all rules and regulations set forth by Market Manager and City staff and understands that failure to do so can result in my immediate expulsion.

Vendor Signature: _____

Date: _____

**Hold Harmless and Indemnity Agreement
Austin Street Plaza Farmer's Market
April – September 2019**

I, _____, the undersigned, binding my heirs, executors, administrators, estate and assigns, do hereby agree to completely and wholly release, indemnify and hold harmless the City of Roanoke, its officers, agents, independent contractors and employees for any and all claims, damages, harm, personal injury, including death, property damage, lawsuits and judgments, including court costs, expenses and reasonable attorney's fees, and all other expenses resulting from the activities, programs and events occurring on the above-stated date of the stated event in Roanoke, Texas.

It is the understanding of all parties that this release, indemnity and hold harmless agreement shall apply whether or not the claims, damages, harm, personal injury, including death, property damages, lawsuits judgments, court costs, attorney's fees, or any other expense arise from the negligence of whatever nature, omissions, willful or intentional acts of the vendors of vendor's officers, agents employees, independent contractors, other representatives, invites, licenses, or guests.

If this vendor is other than an individual, vendor certifies, warrants and represents that the individual whose signature appears below is duly authorized to execute the agreement on behalf of the firm, corporation, partnership or other entity who is the vendor.

IN WITNESS WHEREOF, this agreement has been executed this _____ day of _____, 20____.

Vendor: _____

Signature: _____

Printed Name: _____

Title: _____

STATE OF _____

COUNTY OF _____

Before me _____ on this day personally appeared _____ known to me (or proved to me on the oath of _____) or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D. _____.

(Seal)

Notary Public In and For the State of _____

My Commission Expires _____