



THE BRANCH BAZAAR

RULES, REGULATIONS & TERMS OF PARTICIPATION

Dates: Saturday, March 27, April 17, May 29 (*registration required for each date*)

Event Hours: 9 am - 3 pm

Event Admission: Free

Event Location: The Branch Connection, 14055 Dennis Lane, Farmers Branch, TX 75234

Vendor Requirements:

- The Branch Connection will provide tables (max-2) and chairs (max-4)
- Vendor may bring and set up tents to fit within the 10'x10' space.
- If Vendor must cancel, a 48-hour notice is required to receive a credit or refund on booth.
- If The Branch Connection must cancel, a 48 hour notice will be given and money will be credited or refunded.
- Vendor will be assigned a booth space within The Branch Connection front parking lot and space will be marked.
- Location of your booth is not guaranteed and staff reserves the right to assign spaces and alter layouts as deemed necessary.
- Booth must be open during event hours and vendor must be present at their booth during these hours.
- All vendor items must be contained in the booth space (including storage).
- No microphones, bullhorns, loud speakers or other amplification of sound will be allowed. All music and the projections of sound must be contained within the booth.
- Vendor is responsible for maintaining and cleaning in and around their area during and after the event.
- All booths are subject to inspection by City Staff, Fire Marshall and Texas Comptroller.
- There will be no water or electricity available in booth area.
- Vendor will not be allowed to sell or display items that are deemed by event staff to be obscene, dangerous or illegal. All booths must be in good taste.
- All sales must be done within your booth space - no roaming exhibitors will be allowed.
- Vendor may keep all proceeds from their booth. Vendor is responsible for paying all applicable Texas State Sales Tax. The Vendor shall pay all taxes and fees of every nature and description arising out of or in any manner connected with the sale of its products.
- Vendors may accept any form of payment. Vendor is responsible for providing change for their booth. There will not be an ATM on site.
- Items must be clearly priced.

Set Up & Clean Up:

- Vehicles are prohibited from driving or parking within event area except during set up and clean up.
- Set Up: Saturday, February 27 as early as 7 am.

- Please enter into The Branch Connection through the Valwood entrance.
- All vehicles must be out of The Branch Connection by 8:45 am and will not be allowed back into the Event area until cleared by City Staff.
- Parking is located at the Mary Immaculate Church/School parking lot.
- Clean Up: all items must be removed by 5 pm.
- Booths must stay open until 3:00 pm. City staff will notify you when you can drive. vehicles into the event area, we anticipate this will be around 3:15 pm.

Exhibitor must adhere to all rules set forth by the City of Farmers Branch.
Not doing so may result in immediate dismissal from the event or participation
in future events.

The Branch Connection **BRANCH BAZAAR APPLICATION** *(Please print legibly)*

Vendor Name		Business Name	
Website		Email Address (required)	
Address, City, State, Zip Code		Phone:	
Circle dates you wish to register for:			
March 27		April 17	
May 29			
Type and description of items to be sold <i>(required)</i>			
Number of Booths:		Request	
		Tables <i>(check)</i> : _____ One, _____ Two	
		Chairs <i>(circle)</i> : One Two Three Four	
10' x 10' Booth Residents: \$25; Non-Residents: \$30 Payment Type: <input type="checkbox"/> Check <i>(payable to City of Farmers Branch)</i> Check Number: _____ <input type="checkbox"/> Credit Card <i>Please check the appropriate credit card and provide the necessary information along with a signature.</i> <input type="checkbox"/> American Express <input type="checkbox"/> Master card <input type="checkbox"/> Visa Credit Card Number: _____ Exp Date ____/____ CVV # _____ I authorize the City of Farmers Branch to charge my credit card in the amount stated above. Signature _____ Date: _____			

Please fully read the attached Rules, Regulations & Terms of Participation Sheet before submitting your application.

AUTHORIZATION: Vendor agrees that he/she has read and shall abide by all the terms and conditions of the Branch Bazaar’s “Rules, Regulations and Terms of Participation” attached here.

Vendor also acknowledges that submission of Application does not guarantee acceptance into the Branch Bazaar Event. The undersigned represents that he/she is an authorized representative of the Vendor and has authority to bind Vendor to the provisions, terms and conditions set forth herein.

Signature: _____ Date: _____

Return to: The Branch Connection | 14055 Dennis Lane | Farmers Branch, TX 75234

linda.klark@farmersbranchtx.gov Questions? 972.919.8740