

## VENDOR APPLICATION FORM

**Application Deadline: Open all year**

Vendors are invited to participate in the Artist and Farmers Market that takes place every Saturday at Union Plaza in Downtown El Paso.

### Overview of Event

The City of El Paso's Museums and Cultural Affairs Department hosts an outdoor Artist and Farmers Market which features vendors who display and sell handmade arts, crafts and regionally grown agricultural products. The Downtown Artist Market is open every Saturday, from 9 a.m. – 1 p.m.

For further information please contact Lucero Duran at (915)212-1780 or DuranLA2@elpasotexas.gov.

### BOOTH GUIDELINES

#### 1. **ARTIST CRITERIA & SELECTION**

All artwork must be original and hand-made by the applicant or with the use of appropriate tools. Booth must include original artwork. No additional items may be sold (i.e. water, candy, etc.). The event is a family friendly event and artwork must be appropriate for the venue.

#### 2. **SALES TAX**

All vendors are responsible for collecting and paying Texas State Sales Tax as applicable to their product. You may obtain more information or a tax permit at the State Comptroller's web site:

[www.window.state.tx.us](http://www.window.state.tx.us) or by calling 1-800-252-5555.

*-New Mexico residents must apply for a Texas State Sales Tax ID at the local El Paso Comptroller's office.*

#### 3. **COST**

Upon approval of application and completion of new vendor orientation, vendors will be charged a fee towards the purchase of a Vendor Card good for 3 months at the Downtown Artist and Farmers Market. Booth fee must be received by MCAD offices before the vendor begins to sell at the Market. No refunds will be made even if the event is cancelled.

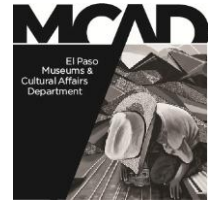
- a. Vendor Card fees are scheduled to be \$50/three months; about \$4/Saturday

#### 4. **NOTIFICATION OF MARKET CANCELLATION**

The Artist Market Coordinator will post all cancellations due to inclement weather or other circumstances on Facebook. [www.facebook.com/EPDowntownArtistMarket](https://www.facebook.com/EPDowntownArtistMarket)

#### 5. **SATURDAY LOGISTICS**

- a. Check-in will be from 7 am – 9 am. Vendors must sign in and be ready to sell by 9 am.  
Teardown is at 1 pm.
- b. Vendors are responsible for providing their own set up including tables, tent, weights, chairs, etc. Access to electricity is NOT provided. Set up may not exceed 10' X 10'. Space is available on a first come, first served basis. Spaces are not assigned except in the case of produce and agricultural product vendors. Refer to latest site map and orange cone placement on Saturday mornings. All tents and materials must be properly secured.
- c. Parking: Vendors are strictly prohibited from parking in the Anthony lot as it is for customers ONLY. Vendors are issued a parking permit for the Union Plaza Transit Terminal (UPTT) garage at Durango and San Antonio.
- d. Trash: Vendors are responsible for removal of all trash from booth space.



**New Artist and Farmers Market Vendor Application**

**Contact Information**

**Date of Application:** \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

Texas Tax ID \_\_\_\_\_

Description of ITEMS to be sold (must include price range):

ITEM	PRICE

**Please send completed applications to the following address:**

City of El Paso, Museums and Cultural Affairs Department (MCAD)  
Attention: Downtown Artist & Farmer's Market  
400 W. San Antonio Avenue, Suite A  
El Paso, Texas 79901  
Or  
Email: DuranLA2@elpasotexas.gov

**For Office Use Only**

**Forms Submission**

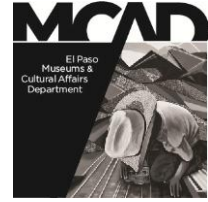
Orientation completion Date: \_\_\_\_\_

New Vendor Forms: \_\_\_\_\_

1st Market Participation Date: \_\_\_\_\_

Tax ID: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_



## Downtown Artist and Farmers Market New Vendor Agreement

### El Paso Downtown Artist and Farmers Market Vendor \_\_\_\_\_

Agrees to the following items:

- Attend new vendor orientation.
- Read and review market guidelines.
- Adhere to all market guidelines.
- Have a valid e-mail address for market correspondence.
- Address all grievances to the market coordinator via email. Such e-mail must document in writing: subject, date, time, place of incident, and details regarding any incidents.
- The Market Coordinator will document any violations of market guidelines.
- Violations of the guidelines may result in suspension of participation privileges.
- The Market Coordinator has the discretion to ask violators to leave the Market and/or suspend privileges accordingly.
- The vendor may request a meeting with the Market Coordinator and assistant director of MCAD to go over any grievances.
- Nothing herein shall be construed as creating an employee and employer relationship between the vendor or associates of the vendor and the City of El Paso. The City of El Paso shall not be subjected to any liabilities or obligations incurred by the vendor or associates of the vendor in performance of the above stated services.
- Vendor must abide by all copyright infringement laws. (Sale of any copyrighted material is strictly prohibited)
- All food cottage vendors must abide by HB-970, and may not sell any items not mentioned in the bill.
- All vendors selling any potentially hazardous foods (PHFs) must obtain all required permits and licenses required.
- Any PHFs must be temperature controlled where appropriate.
- All food vendors agree to random inspection by the Public Health Department.
- Vendors cannot hold volunteers or staff from the farmer's market accountable for any accidental damage of vendor property.
- All market staff or volunteers will ask for permission of the vendor prior to handling any vendor property.

\_\_\_\_\_  
Artist and Farmers Market VENDOR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Market Coordinator

\_\_\_\_\_  
Date