



VENDOR APPLICATION FORM

Application Deadline: Open all year

Vendors are invited to participate in the Artist and Farmers Market to take 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 Valerie Venecia, at (915) 212-1780 or veneciaVM@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 may 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 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

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. MCAD will not provide tables, tents or chairs. Please bring your own materials. Access to electricity will NOT be 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: Limited vendor parking is located at the lot on Anthony Street.
- 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: veneciaVM@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 Market Guidelines
- Have a valid email address for Market correspondence
- All grievances must be addressed with the Market Coordinator via email and must document in writing, to include the following: subject, date, time, and place of incident; details of incident.
- The Market Coordinator will document any violations of the Market guidelines.
- If a vendor violates the market guidelines three times, the Market Coordinator has the discretion to ask the vendor to leave the Market for a month or permanently.
- The vendor may request a meeting with the Market Coordinator and 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 subject to any liabilities or obligations incurred by the vendor or associates of the vendor in performance of the above stated services.

Artist and Farmers Market VENDOR

Date

Market Coordinator

Date