



FOR DBBA USE ONLY

# Belton Market Days

Downtown Belton Business Alliance  
2025 Vendor Application

April _____	November _____	# of Booth(s) _____
Vendor Type: R CF AC SF FT NP		Trailer _____ FT Size: _____
Info _____		
Payment Amount: _____ Cash _____ Check # _____		Date Received _____
_____ Approved _____ Confirmed _____		Reminder _____ Attached Certif. _____

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Business Name (DBA) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

This is my 1<sup>st</sup> time applying as a vendor.

Email Address (Required) \_\_\_\_\_

Texas Sales and Use Tax Permit # (Required and must be active) \_\_\_\_\_ ( ) Verified

**Cottage Food Vendors & Food Trucks** - Attach a copy of required health permits and food handler certificates.

**Type of Vendor:**  Retail  Cottage Food  Arts & Craft  Food Truck  Other \_\_\_\_\_

**IMPORTANT NOTICE:** Direct Sales Companies such as Paparazzi, LulaRoe, Scentsy, Pampered Chef, Color Street, Plunder, Mary Kay, or CBD, Vaping, Tobacco, Alcohol, Animals and Service Vendors such as Windows, Siding, Real Estate, Insurance, Dentists and other like vendors are not eligible to participate.

**Standard Vendor Booth Pricing:** 10X10 Booth Fee **\$75.00 per space** for each market.

**Food Truck Pricing:** The cost is **\$100.00 per food truck space** for each market.

<u>Spring Market</u>	<u>Fall Market</u>	<b>DBBA USE ONLY</b>
<b>Saturday April 19, 2025</b>	<b>Saturday November 15, 2025</b>	Total Booths: _____
9 AM - 4 PM	9 AM – 4 PM	Total Amount Due \$ _____
Number of Booths _____	Number of Booths _____	Paid by: Cash /Check # _____
Total Due \$ _____	Total Due \$ _____	

**Use of Trailers** - All trailers used for transport of inventory or used as part of a booth **MUST BE PRE-APPROVED** at time of application.

- Do you use a trailer to transport your inventory? **YES / NO**
- Do you use a trailer as part of your booth? **YES / NO**

Size of Trailer \_\_\_\_\_ (Approved \_\_\_\_\_ Not Approved \_\_\_\_\_)

**Food Trucks Service side:**  Driver side  Passenger side **Generator Type:** \_\_\_\_\_

**\*Electricity is NOT available.** Generators may only be used by FOOD TRUCKS and must be approved prior to the event.\*

### List items sold below

Items that may be sold include arts, crafts, handmade items, select imports, and approved commercial products. All items to be sold must be listed in your application. Limits may be placed on specific categories to ensure a balanced show. **Food Trucks:** Attach Menu.

We may request photos of your products and/or booth setup to ensure compliance with event guidelines. *(Attach list if needed)*

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**APPLICATION ACCEPTANCE:** Vendor applications must be complete and paid in full for consideration. Once your application is approved you will receive a vendor confirmation by email. If your application is not approved, you will receive a full refund. However, once your application is approved, **no refunds or credits** will be issued under any circumstances. We reserve the right to refuse any applicant for any reason. All applications are subject to final approval by the vendor coordinator.

**REGISTRATION & PAYMENT:** We accept Cash or Checks. Please make check payable to **Downtown Belton Business Alliance or DBBA**. Incomplete applications will not be accepted. Please sign and return the application with payment to: **My Giving Tree 121 N. East St. Suite B, Belton, TX. 76513.**

**RULES & REGULATIONS FOR VENDOR PARTICIPATION**

Please initial each line to acknowledge

\_\_\_\_\_ Vendor booths cannot be subleased or shared with other parties. Only the vendor who has applied and been approved is permitted to occupy and operate the booth.

\_\_\_\_\_ Vendors are allowed only to promote their product from inside their assigned booth.

\_\_\_\_\_ The DBBA Vendor Coordinator reserves the right to relocate a vendor for any reason and settle any disputes.

\_\_\_\_\_ All vendors must be 18 years of age or older.

\_\_\_\_\_ Booths must be properly weighted down. (For more information review booth guidelines provided after approval)

\_\_\_\_\_ No Animals or Pets are allowed in booths. (Unless they are service animals and pre-approved).

\_\_\_\_\_ Direct sales, service providers and the sale of animals, tobacco, CBD, alcohol, firearms and objectionable material is prohibited.

\_\_\_\_\_ Vendors may only sell items that are listed on the vendor’s application that are approved by the DBBA.

\_\_\_\_\_ Vendors are required to have a Texas Sales and Use Tax permit and pay all applicable City and State taxes for merchandise sold at the event. For information on obtaining a Texas Sales Tax permit, please contact the Texas State Comptroller’s office at (800) 252-5555 or call (512) 463-4600 in Austin. Information is also available online at [www.window.state.tx.us](http://www.window.state.tx.us). We are not qualified to counsel you on tax laws and requirements.

\_\_\_\_\_ Food vendors must provide proof of required food handler certificates and any other required items.

\_\_\_\_\_ All attempts will be made to hold the event; however, in the event of inclement weather cancelation or delay may occur. The decision will be made the day before the event and posted on the Belton Market Days & Discover Downtown Belton Facebook pages. Vendors will also be notified by email. No Refunds or Credits will be given.

\_\_\_\_\_ All Vendors will be responsible for their own trash in and around their booth area, as well as, the disposal throughout the event. Please do not dispose of your trash in private dumpsters or cans. Designated trash disposal locations will be provided for your use.

\_\_\_\_\_ Once your application is approved, if you are unable to attend, please inform us by email no later than 30 days **prior** to the event. No refund or credit will be given for any cancellations, regardless of timing.

\_\_\_\_\_ If you are a no show/no call (failure to attend without prior notification), you will be removed from our mailing list and deemed ineligible to participate in future events.

\_\_\_\_\_ We cannot promise specific booth locations or guarantee you will not be placed near another vendor that sells similar items. Please know, Belton Market Days is an outdoor event, you and your products will be exposed to the sun and elements.

\_\_\_\_\_ All vendors participating in Belton Market Days are required to maintain a professional demeanor at all times. This includes refraining from the use of abusive, racist, sexist, demeaning, or intimidating language or behavior under any circumstances. Vendors are expected to familiarize themselves with and adhere to all event rules and guidelines, prioritizing the safety and well-being of attendees, fellow vendors, and event staff. Failure to comply with these expectations will result in removal from the event and may render the vendor ineligible to participate in future events.

**CHECK-IN & BREAK DOWN PROCEDURES**

Please initial each line to acknowledge

\_\_\_\_\_ **Check-in time for Food trucks & Vendors using a trailer STARTS at 6:30 AM. All other vehicles STARTS at 7:00 AM.**

\_\_\_\_\_ **The Entrance for Check-in is located at the intersection of East St & First St.** All traffic flows one way. Vehicles may only exit from designated exits on the event map provided at check-in.

\_\_\_\_\_ Vendors arriving after 8:30 AM will not be allowed to participate in the event.

\_\_\_\_\_ After receiving your booth assignment, vendors will promptly **unload items only** at the designated booth. We ask that you pull into your booth; this will leave room for others to pass. Your booth will have empty spacer booths on both sides. Move your vehicle out of the event area before setting up.

\_\_\_\_\_ All Vendors, must park in designated parking lots for vendor parking.

\_\_\_\_\_ All vehicles in your party will be given a vendor pass. This pass will serve as a vendor check-in ID and must be visible at all times to ensure smooth re-entry when leaving and returning to the event area.

\_\_\_\_\_ **Break down** is at **4:00 PM. DO NOT PACK UP EARLY.** All vendors must teardown tents and packed up before bringing in their vehicle. We ask that your items are moved close to the curb to allow room for parking and loading.

\_\_\_\_\_ Absolutely no vehicles will be allowed inside the barricaded event area between the event times of **8:45 AM and 4:15 PM.**

\_\_\_\_\_ **Vehicles without a trailer will be allowed in after 4:15 PM. Vehicles with a trailer will not be allowed in until 4:30 PM.**

\_\_\_\_\_ Tear down and pack up must not exceed beyond 5:30 PM.

**Liability Release and Acknowledgement**

**Compliance with Event Rules:** Vendor agrees to abide by all rules and regulations set by the Downtown Belton Business Alliance (DBBA), including any updates made before or during the event. The vendor may only sell approved items or conduct pre-approved activities.

**Release of Liability:** Vendor releases DBBA and all associated parties (e.g., city employees, coordinators, volunteers) from any responsibility for injuries, damages, theft, or losses during the event or related activities. This also includes accidents or incidents during setup and takedown.

**Legal Compliance:** Vendor agrees to follow all local, state, and federal laws in operating their booth, and acknowledges that failure to comply with regulations can result in immediate expulsion from the event without a refund.

**No Refunds:** once the application is accepted and approved, any refunds, rain dates, or credits will be issued under any circumstances.

**Responsibility for Own Property:** Vendor is fully responsible for the safety of their booth, merchandise, and property, including securing items in case of weather (e.g., wind, rain). Any damage caused by the vendor’s booth or tent to other vendors’ property is the vendor’s financial responsibility.

**Insurance Requirement:** Vendor must carry insurance to protect against potential damage or injury that may occur due to their activities or booth setup.

**Applicants Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(By signing this application, I acknowledge I have read and agree to the terms, conditions and rules stated in this application)