

**FAIRVIEW TOWN CENTER
APPLICATION FOR CANDY CANES FOR KIDS HOLIDAY MARKET 2017
CRAFTERS & VENDORS**

November 18, 2017, 10:00 am – 5:00 pm

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY PRIOR TO SUBMITTING. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

MARKET RULES & REGULATIONS (Please initial by each item.)

- _____ **The Holiday Market is an outdoor event. Only severe weather, such as high winds, flooding, etc. will postpone the event. The make-up date is December 2, 2017. Cold weather is not cause for a postponement.**
- _____ The event starts at 10am and ends at 5pm. Booths must be set up and ready for customers by 10:00am and remain open until 5:00 pm. **Booths may not close early.**
- _____ Booth set up begins at 8:00 am. Vendors can sign up for load in and load out times closer to the event.
- _____ Your booth must be staffed AT ALL TIMES. Please plan for necessary staffing to cover lunch, restroom and other breaks. Fairview Town Center is not responsible for unattended booths or any items left unattended.
- _____ We do not permit children under 18 to staff booths unless accompanied by an adult and strongly suggest that children under 12 not be in the booths at all.
- _____ We accept hand-made crafts, prepared and ready-to-eat foods, and items from home-based businesses such as Mary Kay, Scentsy, etc. Home-based businesses are limited to two of each vendor (IE: only two Scentsy vendors will be accepted) on a first come first served basis. We will not accept vendors wishing to sell items purchased in bulk from outlets like Oriental Trading Company/Fun Express or businesses like insurance agencies, banks, or chiropractors at this event.
- _____ We are looking for Holiday items such as stockings, ornaments, wreaths, décor and candles as well as items that make great Holiday gifts - bath & body gift sets, packaged food gift sets, hair bows, jewelry, dolls and toys, etc. **You must be selling an actual product(s) at your booth.** This is not an event where you can put up a display and take orders.
- _____ The sale of packaged prepared food is permitted and all food items must meet health code standards for the sale of food products by a home-based business. Food vendors must meet

all home kitchen requirements and all food vendors must have any Town of Fairview Health permits that are required.

_____ The sale of ready to eat food is permitted. Vendors must meet all required health codes and have all required health permits from the Town of Fairview.

_____ You must submit PRINTED photos that give us a sense of products you will be selling, displays you will be using that do not come from the rental company and signage you would like to use with your application. Clear candid photos taken on a phone are fine. **EMAIL PHOTO SUBMISSIONS ARE NOT ACCEPTED.** For home-based businesses like Scentsy etc., a few assorted photos are fine – we don't need every item. **Please do not send catalogues.**

_____ Completed forms (including all pages with each item initialed in the Market regulations, photos of items to be sold, photos of display fixtures, photos of signage, and payment) will be accepted at the Fairview Town Center Management Office until space is sold out or November 3, 2017 at Noon - whichever happens first. Incomplete submissions, including those missing photos, will not be accepted. **All submissions must include completed forms, required photos, and payment.** Submissions are accepted on a first come first served basis and may be dropped off in person or mailed to:

Fairview Town Center, Attn: Wendy Ellis, 329 Town Place, Fairview, TX 75069

Please do not mail cash payments. Please do not email forms. We cannot order equipment for you if we do not have your payment. There are no refunds for cancellation by vendor.

_____ Each vendor space includes a 10x10 pop up tent. All items must be contained within the 10x10 space. Vendors may purchase multiple booths if additional space is needed.

_____ Tables and chairs are available for purchase. Tables are \$15.00 and chairs are \$3.00.

_____ Free standing displays such as slat wall and vendor provided tables are permitted within the 10x10 space ONLY. Displays must be sturdy and suitable for a public event. Tables must be 6' or 8' folding event tables WITH LEG BRACES – card tables and other smaller tables meant for home use are not permitted. **Please submit photos of your display fixtures with your application.**

_____ Signage must be professionally printed and pre-approved by Fairview Town Center. We will consider calligraphy signs if done in a professional manner. **Please submit photos of your signage, if you are using any, with your application.**

_____ Power is available on a first come first served basis. Multiple vendors share circuits. Display items in booths, such as Christmas lights, should be low energy (LED). Space heaters are not permitted - both for safety and power consumption reasons.

_____ If your booth requires power, you are responsible for bringing all extension cords, power strips, etc. All cords must be taped down or covered with cord cover. You must bring tape that will adhere to concrete and asphalt. You may not run power to anywhere that the public will walk or access.

_____ There is no WiFi at the event site. Vendors should be prepared to use cellular service to process credit card payments.

_____ All vendors must have any permits required for their business and are responsible for reporting sales tax collected if required. We suggest visiting the Town of Fairview web site to determine what permits apply to your business. **You do not need an event permit from the Town of Fairview – THIS AGREEMENT IS YOUR EVENT PERMIT for this event.**

HOLIDAY MARKET APPLICATION

Name of Business: _____
(As you would like it to be listed in promotional materials. Limit 50 characters including spaces.)

Name: _____
(Applicant)

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Contact Name For Person Who Will Be On Site: _____
(List one person only.)

Contact Cell Phone: _____
(List one number only.)

Contact Person Email: _____
(List one email only.)

Description of items to be sold: _____

Are your items handcrafted? YES NO

Are your items part of a home-based business or franchise such as Scentsy, Pampered Chef, etc?

YES NO If yes, which one: _____

There will be a limit of two per company – ie: no more than two Avon operators.

What signage or free standing displays do you wish to use? _____

GENERAL RELEASE AND INDEMNITY

(Please read carefully.)

Applicant agrees that if a permit is issued pursuant to this Application (a "Permit"), Applicant will defend, indemnify and hold Village FV, LTD and Lincoln Property Company Commercial, Inc., each tenant of the Shopping Center, and the Merchants' Association, if any (collectively, the "Indemnitees"), harmless from and against any and all claims for personal injuries, death, damages, costs, and/or other expenses, including reasonable attorney's fees, arising from or in any way connected with the use of the Common Area of the Shopping Center or any part or facility thereof by the Applicant or its agents, members, partners, associates, contractors, servants, invitees, and employees (the "Applicant Party(ies)"), and Applicant does hereby release, discharge and acquit the Indemnitees and all their respective shareholders, directors, employees, customers and invitees from any and all claims, demands, and actions for any loss, cost, expense, damage, death or injury either to the person or property of any Applicant Party sustained by reason of any condition of said Common Area or the Shopping Center, or due to any act of any Indemnitees or the act of any other person or entity whatsoever, all of which claims are hereby waived by Applicant for itself and each Applicant Party. The releases and indemnities in this paragraph shall apply **EVEN IF THE LOSS, COST, EXPENSE, DAMAGE, DEATH OR INJURY IS CAUSED BY THE NEGLIGENCE OF ANY INDEMNITEE OR THE INDEMNITEE WOULD BE STRICTLY LIABLE THEREFOR.**

ACKNOWLEDGEMENT

(Please read carefully.)

The undersigned hereby represents that he/she is the Applicant or an officer or other authorized agent of the Applicant named herein and that he/she is 21 years of age or over. The undersigned further acknowledges he/she has read and understands the Market Regulations (above) and the General Release and Indemnity and recognizes and agrees by his/her signature hereto that the making of this Application, the issuance of any Permit based on this Application and the use authorized by such Permit are expressly conditional upon Applicant's acceptance and continuing observation of said Market Regulations.

Name of Person Completing Application: _____

Title (if any): _____

Signature: _____ Date: _____

SPACE & EQUIPMENT ORDER

How many 10x10 booth spaces would you like to purchase? _____ X \$100 = _____
(Includes power)

Does your booth need power? YES NO

Do you need tables at \$10 per table? YES NO

If yes, how many? _____ X \$15 = _____

Do you need chairs at \$2.00 per chairs? YES NO

If yes, how many? _____ X \$3 = _____

TOTAL PAYMENT AMOUNT: \$ _____

MAKE CHECKS PAYABLE TO VILLAGE FV, LTD.

PERMIT TO USE COMMON AREA - FOR FAIRVIEW TOWN CENTER USE ONLY

The Applicant named above has permission to use the designated portion of the Common Area during the above stated hours and date(s), subject to the Shopping Center policies and to the Agreements, Rules and Regulations stated in this document.

Date of Submission: _____ Submission Order: _____

Correct Payment Received YES NO

Photos of Product Submitted: YES NO

Photos of Displays Submitted: YES NO

Photos of Signage Submitted: YES NO

Space Assigned: _____

Authorized Signature: _____

Date: _____