

Breck Trade Days

Booth Space Rental Contract

When executed by the parties hereto, this contract shall serve as an agreement to provide booth space(s), to a business or individual (otherwise referred to as "Vendor") for the Breckenridge Trade Days. Under no circumstance shall the City of Breckenridge, Stephens County, Breckenridge Chamber of Commerce and/or its employees, volunteers, representatives, designees, performers or patrons be held liable for any losses sustained by vendor or for any and all claims or liabilities, including but not limited to claims as a result of personal injuries, property damages, theft, accident, illnesses or acts of God that the vendor may suffer which may arise in connection with Breck Trade Days.

Please print legibly and completely.

Name of Business or Individual ("Vendor"):

Name of Contact:

Email:

Primary Phone:

Alternate Phone:

Current address:

City:

State:

ZIP Code:

Type of booth to be operated (Food Vendors must list items below):

Emergency Contact

Name:

Phone:

Vendor Lots & RV Spots

Food Court – 20' X 30' lots, electricity & water included	\$100 per lot	Request ___ lots	\$
Trade Barn– 10' X 20' lots, electricity included	\$75 per lot	Request ___ lots	\$
Trade Barn Parking – 10' X 25' space	\$25 per lot	Request ___ lots	\$
Open-Air Lots – 10' X 20' lots, with electricity	\$35 per lot	Request ___ lots	\$
Open-Air Lots – 10' X 20' lots	\$25 per lot	Request ___ lots	\$
RV Spots with water, sewer and electric	\$30 per night	Request ___ lots	\$
RV Spots without utilities	\$15 per night	Request ___ lots	\$

Vendor hereby contract for booth space and/or reserve parking and agrees to abide by all the terms and conditions of the Breck Trade Days Policies and Procedures attached.

Signature of applicant:

Date:

Sign and return this contract along with a copy of your sales tax permit and check or money order to Breck Trade Days or mail it to P.O. Box 1668, Breckenridge, TX 76424. We also accept Visa, MasterCard, Discover or American Express. Please note a \$3 service fee will be charged for credit card services. If you have any questions or need more information please call 254-559-2012 or email: btd@breckenridgetx.gov

OFFICE USE ONLY: Received By: _____ Lot # Assigned: _____ Amount Paid/Method: _____

Exhibit "A"
BRECK TRADE DAYS

POLICIES AND PROCEDURES

EFFECTIVE MARCH 1, 2016

General Information

Show Schedule

Shows will be held quarterly until vendor and customer bases are built up; after that time, shows may be held more frequently as determined by Trade Days management; an annual schedule will be set by the City Manager. Shows will be held Friday through Sunday on the third weekend of March, April, June, September, October and December.

Show Hours

Vendors may sell from noon on Friday until dark, on Saturday from 7:00 a.m. until dark, and on Sunday from 10:00 a.m. until 4:00 p.m.

Set-Up Hours

Vendors generally set up on Friday morning. An early set up fee of \$5.00 allows vendors to set up Thursday after 5:00 p.m.; however, no security will be available on Thursday.

Breck Trade Days Office

During the show, the Breck Trade Days Office will be open from 7:00 a.m. to 5:00 p.m. on Friday and Saturday and from 10:00 am till 4:00 pm on Sunday.

Overnight Occupancy

Vendors may stay overnight within the confines of their assigned lots; however, campfires, open flames, alcohol consumption, or any illegal activities are prohibited.

After-Hours Events

Permits are required for after-hours events. Applications are available at and must be submitted to the Breck Trade Days Office.

Vendor Requirements and Regulations

Vendors are required to have a Texas Sales Tax Permit. Call Texas State Comptroller at 800-252-5555, Robin Whalen at 325-695-4323 ext. 40138 or visit their website at www.window.state.tx.us.

Vendors are solely responsible for their merchandise, property and business transactions. Merchandise left unattended shall be entirely at the vendor's/owner's risk. The City of Breckenridge is not liable for the loss or theft of any property or merchandise.

Vendors must provide their own tents, tables, chairs, displays, extension cords, water hoses, and other equipment. Electrical bar strips are not allowed and extension cords must be grounded.

Vendors must sell only within the confines of their rental lot. No hawking, loud music, or amplifiers will be allowed for any purpose, including drawing the attention of shoppers.

Prohibited Items for Sale or Use

Management reserves the right to restrict the sale, display, or distribution of any printed materials, photographs, books, paraphernalia, or other representations in order to maintain a proper moral and wholesome environment.

No one shall make available or distribute handbills, or political, religious or solicitation materials on the Trade Days grounds outside of their lot space.

Advertisements outside of a rented lot may be posted at designated locations only.

The sale of alcohol or tobacco products is not permitted on the Trade Days grounds.

The use of alcohol or tobacco products is not permitted on the Trade Days grounds; use of tobacco products may be permitted in areas designated by Trade Days management.

No explosive devices or devices with offensive odors (i.e. stink bombs, smoke bombs, snaps, etc.) may be sold or used on the Trade Days grounds.

Trade Days lots may not be used for games of chance, skill, lotteries, raffles, palm reading, auctions or any purpose which is carnival related except for local non-profits approved by management.

The sale of animals is prohibited, except in areas which may be designated by Trade Days management for this purpose.

General Regulations for Trade Days Grounds

Vulgar language, drugs, and alcohol or any other illegal or contraband item or substance are prohibited at all times on the Trade Days grounds.

Only domestic animals will be allowed on the Trade Days grounds and must be kept on a leash or in a carrier at all times. No aggressive, vicious, or noisy animals will be allowed on the Trade Days grounds and must be removed immediately upon direction of Trade Days management. A vendor may be evicted from a rented lot for failing to remove an animal as directed by Trade Days management.

ATMs

ATMs are located three (3) blocks from the Trade Days Grounds at the First National Bank drive-thru on Hullum Street, at InterBank at 301W. Walker, and at Wal-Mart at 3800 W. Walker.

Vendor Reservations

General

Reservations for the show will be taken up to and through the Friday the show begins. Reservations for first-time vendors or vendors who did not reserve a lot during the early reservation period, will begin on the second Monday after the previous show. Lots may be reserved for a show by paying half the lot rent prior to the month of the show. The balance must be paid by the first of the month in which the show is scheduled. Open lots may be reserved in person beginning at 10:00 a.m. at the Chamber of Commerce office at 100 E. Elm Street or by phone after 1:00 p.m. at 254-559-2012. Full payment is due at the time of reservation.

Repeat-Vendor Early Reservation Period

As a convenience, reservations for the next show may be made by repeat vendors during the current show up to and through Sunday. Repeat vendors may also make reservations through Friday of the week following a show. Vendors must provide current receipt and valid ID when renewing. Lots may be reserved for a show by paying half the lot rent prior to the month of the show. The balance must be paid by the first of the month in which the show is scheduled.

Adjoining Lots

When a lot comes open, generally the adjoining vendors have first choice, but they must call to reserve by 5:00 p.m. of the Friday after the show. The final decision on renting open lots rests with management.

Food Vendors

Currently, only twenty-two (22) food vendor sites are available in order to allow these vendors to be successful. As the market grows, additional sites will be developed with adequate utilities and will become available for additional food vendors. Food vendors will be allowed only on food lots designated by management. Picnic tables will be provided in an area close to the Food Court. All food items prepared for immediate consumption may only be sold from a designated food lot. All food concessions must meet Texas Department of Health standards, and all food concessions are subject to periodic inspection. Fresh produce and pre-packaged foods sold in bulk may be sold from any lot.

Fresh Produce and Pre-Packaged Food

A food vendor lot is not required for the sale of fresh produce or pre-packaged food sold in bulk.

Fees and Payments

Fees are as follows:

- Open-air lots (10'X20') \$ 25 per show
- Open-air lots (10'X20') with electric and water \$ 35 per show
- Food Vendor Lots (20'X30' with electric and water) \$100 per show
- Trade Barn lots (10'X20") \$ 75 per show
- Parking spaces adjacent to Trade Barn (10'X25') \$ 25 per show
- RV sites (with electric, water, sewer) \$ 30 per night
- RV sites without utilities \$ 15 per night
- Public parking Free
- Early Arrival (Thursday Night: No Security) \$5.00 per show

Payments may be made with cash, money order, check (ID required), credit card (3% fee added), or debit card.

Payments may be mailed to Breck Trade Days, PO Box 1668, Breckenridge, TX 76424. There is a \$30 charge for returned checks.

Vendor Receipts, Hang-Tags and Pick-Up Passes

Lot receipts and vehicle hang-tags will be issued to vendors for the sole purpose of admitting only the vendor and the vendor's vehicle(s) to the Trade Days grounds. Identification may be requested on a periodic basis. Vendors will receive a maximum of two hang tags for each show. The hang-tags must be visible at all times in any vehicle entering or parked on the grounds.

Upon request, vendors selling large or heavy merchandise will receive Pick-up Passes to be given to their customers. The Pick-up Pass allows the customer to pass through the gates to pick up the merchandise at designated loading zones. After picking up merchandise, the customer must return through the same gate and return the Pick-up Pass to the gate attendant.

Sub-lease, Sale or Transfer of Lots Prohibited

The sale, assignment, sub-lease, or transfer of lots by anyone other than Trade Days management is prohibited. Identification and receipts will be checked periodically. Name of vendor must match the tax ID on file.

Management reserves the right to relocate vendors.

Trash

All vendors are responsible for keeping their lots clean, clear of trash at all times, and for disposing of all trash associated with their activities, periodically and before leaving the premises. Bagged trash will be picked up by City Staff. All other trash including boxes, pallets,

stretch wrap, packing paper, and packing materials, including Styrofoam peanuts, etc. must be taken to a roll-off container by the vendor.

Traffic and Parking

No vendor vehicles, campers or RVs, will be allowed to remain in the open-air lots during the show, between 9:00 a.m. and 4:00 p.m.

Free vendor parking for vendor vehicles or trailers will be provided in a designated area of the park upon presentation and display of a vendor pass.

If merchandise is sold from the back of a pickup truck, once the truck is parked on the lot, the truck will not be able to be moved until the end of the show unless the vendor is leaving for the remainder of the show.

Trailers will be allowed in the open-air lots if merchandise is displayed on the trailer and sold directly from the display.

The speed limit throughout the park is 5 mph.

RVs and campers must be parked in designated areas in the park. There are a limited number of RV sites with hook-ups in the park. RV sites without hookups are also available. Vendors will be given first opportunity to reserve RV sites. RV sites not reserved by 8:00 a.m. on the second Monday after the show will become available on a first-come, first-served basis.

No bicycles, roller blades, skateboards, or scooters of any kind are allowed on the grounds.

No golf carts, ATVs, or other motorized vehicles are allowed on the grounds, with the exception of golf carts, ATVs or other motorized vehicles owned or borrowed by the City or authorized by management.

Motorized machines manufactured specifically for use by and being used by a person with a physical disability will be allowed on the grounds upon approval and tagging by Trade Days management.

Contact Information

www.facebook.com/BreckTradeDays

btd@breckenridgetx.gov

254-559-2012 (City of Breckenridge)