

## 2012 WRLM RULES AND REGULATIONS FOR ARTS AND CRAFTS/NON-FOOD VENDORS

1. All Arts and Crafts/Non-food vendors are required to make 100% of the product they plan to sell.

2. Arts and Crafts/Non-food vendors must submit pictures of their work. Pictures and applications will be reviewed by WRLM jury to determine if you are a good fit for the market.

### 3. DAYS AND HOURS OF OPERATION

White Rock Local Market operates on the second and fourth Saturday of the month, from March to November. In December there will be only one monthly market, on the second Saturdays. Every market will include food/farmers/growers. Only the "second Saturday" market will include non-food, arts and crafts etc. The hours of operation are from 8:00 AM until 1:00 PM, unless announced ahead of time. There will be no rescheduling due to bad weather.

### 4. BOOTH SPACE

A standard vendor space is 10 feet x 10 feet. A vendor is not required to but may erect a tent over their assigned space. **The tent should be limited to 10 feet x 10 feet.** Designation and allocation of vendor spaces are the responsibility and at the discretion of the market representative. Spaces shall be sold as the applications are received and approved, until the market is at capacity.

### 5. VENDOR FEE

**Vendor cost for Non-Food/Arts and Crafts is \$35, per vendor, per market day.** Vendors may share a booth, however each vendor must apply separately and pay the \$35 daily fee to market representatives. Payment for non-food vendors must be received 2 weeks prior to market day or your spot may be given to another vendor. If you need to forfeit your booth, the fee will be refunded up to 1 week before the market. If you cancel after that, or do not come on market day, your fee is non-refundable. Your fee is also non-refundable if the market is cancelled due to weather or other conditions beyond our control.

### 6. SETUP

Vendors must supply their own tents, tables, chairs, space signage, storage, and all materials and containers for customer sales. Vendors may begin arriving at 6:00 AM to set up and be ready to greet their customers for the opening of the market at 8:00 AM. Vendors need to unload and move vehicles by 7:30 at the latest.

### 7. TENT

A vendor is not required to but may erect a tent over their assigned space. The tent should be limited to 10' x 10'. If a tent is erected, each leg of the tent must be weighted with a minimum of 25 pounds. The weights must be tied securely to the tent with strong rope or bungees. If any tent is not properly weighted down in accordance with these rules, the tent must be immediately taken down at the request of a representative of the White Rock Local Market. **There are no exceptions to this rule.**

### 8. PARKING

To prevent taking valuable parking spaces away from businesses at the shopping center, and from WRLM customers, vendors are required to park behind the shopping center, along the rear of the MRI and Chiropractor section of the shopping center.

9. Vendors determine the pricing and display of their products.

10. Vendors shall be solely responsible for damages resulting from the sale of unsafe or unsound goods at the market.

11. No smoking is allowed at the market.

12. Open flames and/or coals are not allowed at the market.

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**13. SALES TAX AND PERMITS**

Vendors shall, if applicable, have a Sales Tax Certificate or any applicable licenses and permits available for inspection at their market booth. It is the vendor's responsibility to comply with the State Comptroller's requirements for any products sold at White Rock Local Market.

17. Violation of any provision of the Rules and Regulations shall be a material breach and default by the vendor.

18. The market representative shall reserve the right to cancel any vendor's participation at any time if and when the vendor shall be found to be in violation of any market rule or eligibility requirements.

20. All vendors selling at White Rock Local Market must agree to participate in the Lone Star SNAP (food stamp) and debit card program. This program allows customers to use their food stamp cards and/or their bank debit cards to purchase tokens from market organizers and use the tokens as cash. Vendors who accept tokens during a market can redeem them for cash at the end of that market day at the information booth. If unable to turn the tokens in on a certain market day tokens can be held and turned in at any subsequent market. Tokens are in \$1 and \$5 denominations. Red tokens represent a Lone Star food stamp transaction and are for FOOD PRODUCTS ONLY. Arts and Crafts/Non-food vendors cannot accept red tokens. Green tokens represent a debit card transaction and are accepted for ALL products.

19. The market shall reserve the right to revise the Market Rules and Regulations at any time and shall post notice of such revision to vendors.

20. Each vendor shall sign and provide to WRLM a "vendor statement" that all products have been made, crafted, processed, or produced by the vendor in compliance with all applicable federal, state, and local laws and in a Texas county completely or partially located within a 150 mile radius of Dallas County; and no product is being offered for re-sale.

21. All persons wanting to sell at the White Rock Local Market must agree to the terms of these rules and show their agreement by signing the application and submitting other required forms, if applicable.