

## s2024 Vendor Application Packet

Dear Applicant:

We invite you to apply to participate in the 9th Annual Magic of Christmas Market in Centerville, Texas! The holiday festival is located on the Courthouse Square and is slated for December 14, 2024 from 2:00—8:00 PM.

If you wish to register for booth space, please follow application instructions carefully. The deadline for submitting applications is November 14, 2024.

The following items must be completed and received for the application to be considered complete:

- Completed Application & signed Vendor Guidelines page
- Total booth fee
- Signed Hold Harmless Agreement
- Texas DSHS License/Texas Food Handler License (food & beverage vendors )

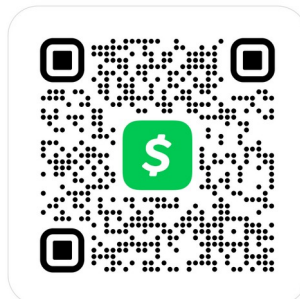
Applications may be mailed or emailed to [info@arts745.com](mailto:info@arts745.com). Applicants paying by check or money order (no cash) may mail payment to:

Centerville Arts Commission  
P.O. Box 701  
Centerville, TX 75833

Vendor questions can be directed to Market Coordinator, Brittney Ansley [britt33\\_200868@icloud.com](mailto:britt33_200868@icloud.com) or text Brittney at 903-644-5501. We look forward to your participation! It's go1ng to be a magical holiday in Centerville Texas!

Here is an option if you like to use P2P money transfer.

Scan to pay with Cash App



**Larry Walrath**  
\$CentervilleArts

**Centerville Arts Commission**  
**Christmas Market on the Square**  
**Vendor Agreement**

This Vendor Agreement is made effective upon signing of both involved parties, by and between Centerville Arts Commission, of Centerville Texas, and Lessee, [REDACTED] located at the following address [REDACTED].

Whereas, the Centerville Arts Commission is the organizer of the Centerville Christmas Market on the Square, located in Centerville, Texas, at the Courthouse Square.

All involved parties thusly acknowledge, in consideration of mutual covenants contained in this agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- The Lessee hereby rents from Lessor, and Lessor hereby rents to Lessee a certain booth space located on the parking lot and grounds of the Leon County Courthouse, located in Centerville, Texas, which is a part of the Centerville Arts Commission's Christmas Market on the Square for the duration of the Christmas Market on the Square event.
- The Lessee agrees to adhere to all the rules and regulation set by the Lessor. These rules are subject to change without prior notice.
- **Rules and Regulations:** Lessee understands and agrees that:
  - As a booth lessee, the Lessee is not an employee, agent, or representative of the Lessor, and is responsible for paying any applicable state and Federal taxes.
  - The Lessor is not responsible for the loss of merchandise through theft, fire, destruction, or any other means or methods.
  - The Lessor does not carry insurance of any kind that is applicable to the Lessee.
- **Hours of operation:** The Vendor's space shall remain open and operational between the hours of 2:00 PM to 8:00 PM on the date of December 14, 2024.
- **Installation and Tear down:** The Vendor may begin setting up their sales space on December 14, 2024, at 9 AM , and said Vendor's space must remain operational and open to receiving customers until eight PM. December 14, 2024, or until released by organizer in the event of inclement conditions.
- **Payment:** The Vendor will be provided with a designated vendor's location on the Courthouse Square parking lot in exchange for \$35.00 for one booth space, or \$50.00 for two booth spaces, \$50.00 for food trucks/trailers. The coordinator of the marketplace will assign said vending locations.
- **Appearance:** The Lessee agrees to enact the orderly operation, cleaning, dismantling, and maintenance of the vendor space that is allocated to them.
- Submission of application does not guarantee acceptance. The Centerville Arts Commission Officials reserve the right to select or reject vendors.
- If selected as a festival vendor, an email will be sent within 14 days of the festival date with booth assignment and setup instructions.

- Market coordinator must authorize any moving or switching of booth spaces.
- Vendors are asked to stay through the full duration of the market.
- Vendors must supply their own tables, chairs and canopies/tents. No anchors allowed in the pavement for canopies/tents.
- Vendors will unload at assigned entry points which will be located closest to their booth assignment. Handicap parking is not available in the vendor booth area.
- Vendors must supply their own extension cords, lighting and cord coverings.
- Vendors must contain all sale and display items within booth area.
- Vendors and/or their representative must be present at their assigned booth during market hours.
- Vendors are responsible for submitting all applicable taxes directly to the proper agency.
- Magic of Christmas Market 2024 is rain or shine. No refunds will be given after the application is received and accepted.
- All exhibitors are expected to conduct themselves in a professional manner, according to the rules of this agreement. Any unruly conduct, refusal to follow rules or use of foul language will be considered ground for removal from the market.

I agree with the provisions provided to me in this agreement. My signature acknowledges that I and my associates agree to follow all rules and regulations set forth by the market coordinator and understand that failure to do so can result in my immediate remove without refund.

Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Vendor Application

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number During Market: \_\_\_\_\_

Business Website: \_\_\_\_\_

What category best describes your business?

\_\_\_\_\_

Please email your business logo and/or photos of items to be sold to [info@arts745.com](mailto:info@arts745.com).

### Vendor Booth Specifications

Single Booth 10' x 10' - \$35.00

Double Booth 20' x 10' - \$50.00

Food Trucks & Trailers -- \$50.00

110 volt power required ?

Food Trucks & Trailers MUST SUPPLY their own generator.

Late application fee - \$25.00 (if submitted after November 14, 2024)

Total Cost \_\_\_\_\_

