



In order to participate in the Market at Bay Area Landscape Nursery, all vendors must agree to the following rules by signing below.

Bay Area Landscape Nursery reserves the right to remove any vendor at any time for violation of rules set forth in the guidelines.

FEE'S

Spaces are 10 x 10 size \$75 per weekend (Saturday & Sunday) – September kick off will be \$50 and increase to \$75 thereafter with notice to vendors. Vendors with large Trailers must call for pricing as cost depends on the size of trailer and availability of space at the each market.

Electricity is available at several booth sites and will be an additional \$10.00 per vendor. You must provide outdoor extension Cord.

Limited trailer spaces are available for food trucks. No electricity for trailers, so you must supply your own generator.

All fees are due the Friday, 2 weeks before the event. Fees paid after that day are an additional \$20.00.

Vendors may pay for the next month at the event to guarantee their spot for the next month.

Email completed application and required documentation to sales@bayareanursery.com or mail/drop off to Bay Area Landscape Nursery 5902 S. Staples St. Corpus Christi, TX 78413, 361-826-0680. We can accept Credit Cards, cash, or check. Drive ups the day of market will be \$90.00 cash only.

Payment

Initial payment must be made at the same time you submit your application. A receipt will be sent to you once you have been approved. BALN will not charge out or deposit check unless you have been approved. Payments can be sent by mail or dropped off during the hours of 8-5 Mon-Saturday or 10-5 on Sunday, credit cards may be made over the phone or made in person at the 5902 S. Staples St. Corpus Christi TX 78413 361-826-0680

Refund Policy

PLEASE NOTE: NO REFUNDS OR TRANSFERS WILL BE MADE DUE TO VENDOR CANCELLATION. The Market is "RAIN OR SHINE" with no refunds issued due to weather. If we need to reschedule for extreme, dangerous weather, your payment will transfer to the reschedule date. All vendors are expected to comply. Refunds are NOT given due to inclement weather conditions. Cancellations prior to Event must be sent via email so we have confirmation that you will not be attending. Cancellation made day of event must call via phone 361-826-0680.

A photograph of your items must be included with your application and mailed or emailed to the Office for approval. A copy of your Sales Tax I.D. resale certificate must also be included. It should also be on display at your booth.

BOOTH ASSIGNMENTS

Booth assignments are made based on vendor type and at discretion of BALN. We will take requests on a 1st come 1st serve basis but no vendor is guaranteed a specific space until it is confirmed. All spaces that have not been reserved and paid for will be considered open. **Vendors must sell out of their space only. No “roaming sales” permitted. Any soliciting outside of your booth space is not permitted.**

***Restrooms are located in the front retail area.

REGISTRATION

All vendors must complete the application and sign the agreement of the rules before you will be approved. Check in is at the front register.

TYPES OF VENDORS

***Vendors are limited to offer, sell, promote or handout only the items you list on your application.

FOOD VENDORS

Food vendors sell food that is made and distributed onsite for consumption by the public. Food vendors must have the required permits and/or licenses and follow all fire code regulations.

The City's health inspectors may audit each vendor onsite according to the food establishment requirements. Obtaining a food license and renewing a food license is the sole responsibility of the food vendor.

Food Vendors must post their current/valid Temporary Food License from the City at their booth onsite. Any food vendor who does not have a license prominently displayed will be subject to a fine by the City's health inspectors. Noncompliance may lead to dismissal from the event.

It is your responsibility to meet all requirements. See <http://www.cctexas.com/services/health-services/inspections-permits-and-courses-food-handlers> for further information.

You must provide BALN a copy of your permit with application from the health department.

Cottage Food & Farmer's Market

Cottage Food & Farmer's Market vendors are defined by the Texas Department of State Health Services. Typically, these vendors sell vegetables, baked goods, or other items that do not require onsite heat or refrigeration. The items must be produced, labeled, and restricted to items outlined by the State. For a full list of acceptable products and rules, review the Texas Department of State Health Services website for [Cottage Food Production Operations](#) and [Farmer's Markets](#).

Texas Cottage Food Law

The Market allows vendors to purchase booths in the Cottage Food / Farmer's Market area and serve certain food products with the understanding that these vendors are following the Texas Department of State Health Services laws and regulations.

It is a vendor's responsibility to make sure they qualify for this privilege. Please verify that your booth, processes, and product(s) comply with the law before purchasing a booth space. Vendors who fail to comply with these laws or regulations may be dismissed from the market. Visit the following websites for more information about [Cottage Food Production Operations](#) and [Farmer's Markets](#) in Texas.

Frequently Asked Questions

The following links to the Frequently Asked Questions (FAQ) documents are from the Texas Department of State Health Services website for [Cottage Food Production Operations](#) and [Farmer's Markets](#). They are intended to serve as a resource for Cottage Food & Farmer's Market vendors. The FAQ documents are not meant to be all inclusive or to replace any new State Law or regulation. Vendors are solely responsible for ensuring that they comply with all laws, rules, and regulations set forth by the State and municipality.

Food Samples

Cottage Food and Farmer's Market vendors may provide samples as outlined by the Texas Department of State Health Services. In general, vendors may serve samples of food if:

- Samples are served in a sanitary manner;
- Served while wearing clean or disposable plastic gloves and observes proper hand washing techniques prior to preparing the samples;
- Produce is washed in potable water to remove debris;
- Potable water is available for use;
- Potentially hazardous food is maintained properly and disposed of within two (2) hours of preparing;
- Utensils and surfaces are smooth, non-absorbent, and clean or disposed of.

For a complete list of applicable rules associated with providing samples, please visit the Texas Department of State Health Services websites for Cottage Food Production Operations and Farmer's Markets.

Craft / Retail / Promotion

Craft vendors sell a variety of handmade items, including jewelry, artwork, wreaths, etc. Retail vendors are usually independent consultants who sell items on behalf of a parent company, such as Tupperware, Mary Kay, or LuLaRoe. Promotion vendors are typically businesses who want to advertise a product or promote a service. Promotion vendors may include insurance agents, medical/dental providers, daycare centers, etc.

Demonstrations

Craft / Retail / Promotion vendors are permitted to conduct demonstrations onsite within their purchased booth space. A demonstration usually involves the vendor creating their items onsite for shoppers to witness. For example, an artist may decide to paint artwork onsite for the education and enjoyment of the public shoppers at the Market. All demonstrations must directly relate to the products sold by the vendor, align with the family-friendly theme of the Market and noise must maintain a respectful level for nearby vendors.

Types of Merchandise Available for Sale

Our goal for the public market is to offer quality new items. We will not allow Flea market or garage sale type items such as used clothing. Firearms or obscene materials are not allowed. All food, packaged or unpackaged, available for sale to the general public must comply with the City/County Code of Ordinances and State health regulations. Please do not bring items that display inappropriate language or symbols not suitable to a family friendly environment. Bay Area Landscape Nursery reserves the right to remove any item judged unacceptable. Please make sure all persons helping at your booth are acting in a family friendly way.

***In order to have a quality and successful market for all vendors, we may limit very similar product lines.

We will not approve the sell of any plant material or gardening items that we retail in the garden center.

Vendor Requirements – Insurance & Licenses

All participating vendors shall maintain automobile liability insurance coverage in at least the minimum amounts required by State Law for all vendor vehicles and trailers used in Market activities. The city/county may require proof of insurance at any time, including requiring proof prior to approving the vendor's application/license.

State of Texas Sales and Use Tax Permit

It shall be the sole responsibility of the vendor to correctly collect and report all sales tax information to the State Comptroller. The State of Texas may require a Sales and Use Tax Permit for some vendors. For more information, visit the State Comptroller website.

VENDOR SET UP

Vendors supply their own tables, chairs, tents, displays etc. Any tents must be weighted down using 40 lbs of weight on each leg.

All booth spaces will be marked with a space number. Please be respectful of other vendors waiting to set up. Unload your supplies and move your vehicle/trailer as soon as possible. All vehicles and trailers must be moved out of the unloading area around by 9:00 a.m. If desired, vendors may set up your tables with product on Friday from 12-5 pm.

Please be considerate of your neighboring vendors. Your product must be kept within the 10 x 10 booth space you have purchased. We understand there may be slight overflow from your space which is acceptable but be aware it must not hinder walking paths and must not flow into other vendor spaces. The majority of your product should remain in your paid space. Storage of boxes and extra items must also be within your paid space.

PUBLIC SHOPPING HOURS

The Market opens to the public on Saturday at 8:00 a.m. and closes at 5:00 PM. and on Sunday from 10 AM-3 PM. It is free for the public to attend. Vendors should remain open for the duration of the event. Once you have checked in and received your space number you may begin setting up. The nursery is open until 5PM on Sunday. You may continue to sell out of your booth after 3 on Sunday provided you are closed by 5 PM. **No early breakdown is allowed.**

VENDOR BREAK DOWN

Vendors may begin breaking down their booth space at 3:00 p.m. on Sunday and will need to be completed by 5 PM. Or, the vendor may breakdown between 8-10 AM on Monday. Any vendor with merchandise left after 10 AM on Monday will be charged an addition fee of \$20 per day.

RESTRICTIONS

No vendor shall sell any illegal items or items that infringe upon registered trademarks.

No Pets allowed to vendors as there is limited grass space.

Knives: Do not sell knives to anyone under 18 years of age.

No vendor is permitted to sell bottled water, soda, or similar drinks.

SECURITY

We have security cameras recording and the fence around the venue will be locked overnight. We recommend that you “tent down” or secure your side panels for Friday & Saturday night. **Bay Area Landscape Nursery is not responsible for losses due to theft.**

PARKING

Please check **with the office for acceptable parking places after unloading**. Spaces in the front parking lot are for customers to use. Violation of parking rules may result in the forfeiture of the right to participate in future events.

I understand the DESIGNATED PARKING SPACE INFORMATION AND AGREE NOT TO PARK IN THE FRONT PARKING LOT AT ANY TIME THROUGHOUT THE MARKET DAYS EVENT.

INITIAL HERE: _____

TRASH DISPOSAL

You are required to bring your own trash container and NO TRASH is to be left in the garden center. Please remove your trash and take it with you at tear-down. This applies to all vendors - resale, crafters, and food vendors!

VENDOR QUESTIONS

There will be a BALN garden center representative available to answer questions during the market. For questions after hours, you may message on facebook, call 361-533-4835 or email sales@bayareanursery.com.

BALN OFFICE HOURS

During Peak Season (November-December, March-April/May)

Monday-Saturday 8-6

Sunday 10-5

Office Hours During Off Season (January-February, June-October)

Monday-Saturday 8-5

Sunday 10-5

Responsibility of all vendors and booth operators

Booth Operator(s) agree to abide by the rules and regulations as set forth herein and such other rules as may be established or amended by Bay Area Landscape Nursery.

Booth Operator(s) will sell only those items or conduct those activities that have been specifically approved in writing. Furthermore, Booth Operator hereby releases, forever discharges and holds harmless the Bay Area Landscape Nursery from any responsibility or liability for loss, claims, damages, theft, injury or accident from activities conducted in preparation for, during and immediately following the Market or the use of the premises for those purposes.

Booth Operator(s) assume full and complete responsibility and will hold harmless Bay Area Landscape Nursery or it's employees from any loss, lost profits, damage or injury to the person or property of the Booth Operator or Booth Operator's agents, customers, or invitees.

It is further agreed that Booth Operator(s) shall maintain his/her space, merchandise, activities and business practices in compliance with all applicable local, state and federal laws and regulations. Booth Operator (s) understand that violation of or non-compliance with this release or any rule,

requirement, regulation, law, ordinance, or decree may result in immediate expulsion of Booth Operator(s) and his/her exhibit from the event without a refund of any applicable fees paid.

Operator(s) are responsible for all "booth" setup and take-down of merchandise, displays and tents or covers. It is further understood that each booth operator(s) are responsible for assuring that all items in his/her own booth are well secured in the event of inclement weather, i.e. wind, rain, etc., and 40 pound weights must be on all legs of your tent to secure all corners and parts of booth (tables, shelves, hanging racks, etc.) so they cannot blow into or damage another booth operator's booth/merchandise. You are responsible for any damage that you or your products cause.

We understand this is a lot to take in but this is for the safety of all who will visit The Market. Most of all we want you to have fun and be successful!

I have read all rules of The Market at Bay Area Nursery below and agree to abide by them.

Printed Name: _____

Signature: _____

Date: _____

THE MARKET AT BAY AREA LANDSCAPES

VENDOR APPLICATION

Date: _____

VENDOR NAME: _____

BUSINESS ADDRESS: _____

PRODUCTS OFFERED (PLEASE DESCRIBE IN DETAIL AND PROVIDE A PHOTO):

EMAIL: _____

MAILING ADDRESS: _____

STATE SALES TAX PERMIT #: _____

NUMBER OF BOOTHS REQUESTED _____ Electricity yes or no – please circle

Email completed application to: sales@bayareanursery.com

Payment (Checks made payable to BAY AREA LANDSCAPE NURERY) no later

Than 10:00am Friday prior to the event or mail/drop off to 5902 S. Staples St. Corpus Christi TX 78413

I agree to abide by all the rules for The Market at Bay Area Landscape Nursery.

VENDORS SIGNATURE _____ DATE: _____

VENDORS PRINTED NAME: _____

PHONE# _____

VEHICLE _____ LICENSE # _____

After submitting your application and payment, you may assume you are approved for participation. If there is any question about your product qualifying for The Market, we will contact you.