



**APPLICATION FOR ITINERATE VENDOR**

***City Secretary, City of Gainesville, 200 South Rusk, Gainesville, TX 76240***

**Phone 940-668-4500**

**Email dloch@cogtx.org**

**APPLICANT: (License will be issued in this name.)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, \_\_\_\_\_ STATE, \_\_\_\_\_ ZIP CODE, \_\_\_\_\_

DRIVER'S LICENSE NO. \_\_\_\_\_ STATE \_\_\_\_\_

PHONE NO(s). \_\_\_\_\_, \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**PERSON MAKING APPLICATION: (If different from above.)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, \_\_\_\_\_ STATE, \_\_\_\_\_ ZIPCODE, \_\_\_\_\_

DRIVER'S LICENSE NO. \_\_\_\_\_ STATE \_\_\_\_\_

PHONENO. (S) \_\_\_\_\_, \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**TYPE OF GOODS**

Provide a list and description of the items you will sell. Please provide a list of ingredients for each if you are a food vendor. Please attach additional pages, as necessary.

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**Required Licenses and Permits** (attach copies to the application)

Texas Sales Tax ID: Name: \_\_\_\_\_ ID # \_\_\_\_\_  
Food Establishment Annual Permit: ID # \_\_\_\_\_ Expires: \_\_\_\_\_  
Texas Food Handler Permit: ID # \_\_\_\_\_ Expires: \_\_\_\_\_

**PERIOD OF SOLICITATION** (per ordinance, itinerant sales activities are 8 a.m. to 8 p.m.)

**List Days of Operation:** Farmers Market spaces are shared – trucks/trailers are to be removed from the space if not in operation. **Food trucks and trailers cannot be stored at the Farmers Market.**

Week Days: \_\_\_\_\_ FROM: \_\_\_\_\_ (am/pm) TO: \_\_\_\_\_ (am/pm)  
Week End Days: \_\_\_\_\_ FROM: \_\_\_\_\_ (am/pm) TO: \_\_\_\_\_ (am/pm)

**LOCATION OF SALES** (location address, name & phone number of property owner).

If vendor will sell from a stationary location other than the Farmers Market, **attach written consent of the owner of the property.** You must be located in an area zoned Outdoor Commercial (C3). Please see the City of Gainesville Zoning Map.

Business Name: \_\_\_\_\_  
Location Address: \_\_\_\_\_  
Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**EMPLOYEE, AGENT AND / OR REPRESENTATIVE**

WHO WILL SELL, OFFER, EXHIBIT OR SOLICIT ORDERS FOR GOODS OR ANY TYPE OF SOLICITATION IN THE CITY OF GAINESVILLE:

**List Full Name**

**Driver's License/State Issued ID number**

_____	_____
_____	_____
_____	_____
_____	_____

**CHARACTER REFERENCES**

LIST THE NAME, ADDRESS AND TELPHONE NUMBER OF THREE REFERENCES WHICH MAY BE CONTACTED WITHIN FORTY-EIGHT HOURS:

1. NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

PHONE NO. \_\_\_\_\_

2. NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

PHONE NO. \_\_\_\_\_

3. NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

PHONE NO. \_\_\_\_\_

**PERMITS ISSUED**

PLEASE LIST ALL CITIES IN WHICH YOU HAVE CONDUCTED ITINERATE SALES OR SOLICITATION WITHIN THE PAST SIX MONTHS.

_____	_____
_____	_____
_____	_____
_____	_____

**ARE YOU FAMILIAR WITH THE TERMS AND CONDITIONS OF THE CITY OF GAINESVILLE ITINERANT VENDOR ORDINANCE?**

YES / NO

**HAS APPLICANT, OR ANY REPRESENTATIVE, WHO WILL CONDUCT SOLICITATION AND / OR SALES IN THE CITY OF GAINESVILLE BEEN CONVICTED OF ANY FELONY, MISDEMEANOR, AND / OR VIOLATION OF THE CITY OF GAINESVILLE ITINERANT VENDOR ORDINANCE?**

YES / NO

If yes, list the name of the person, the offense charged, the location of the offense charged, the disposition, court of conviction, and any penalty imposed. You must list all persons who will make any solicitation or sales in the City of Gainesville. Please complete on an additional sheet, if necessary.

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**WAIVER AND HOLD HARMLESS AGREEMENT:**

PLEASE READ THE FOLLOWING AGREEMENT AND WAIVER CAREFULLY, AS IT AFFECTS YOUR FUTURE LEGAL RIGHTS. BY PROCEEDING WITH YOUR APPLICATION AND APPROVAL AS A VENDOR FOR CITY OF GAINESVILLE MARKET SQUARE, YOU ACKNOWLEDGE AND AGREE THAT YOU HAVE CAREFULLY READ THE AGREEMENT AND WAIVER AND AGREE TO THE TERMS SET FORTH BELOW.

In consideration of being permitted to participate as a Vendor in City of Gainesville Market Square (hereafter known as "Market") on behalf of yourself and any personal

representatives, assigns, heirs, executors, successors, next of kin, and persons supported by you, you understand that:

You represent and warrant to Market that you have full legal authority and capacity to complete the application, including this Agreement and Waiver, on behalf of yourself and/or, where applicable, any party for whom you are applying, (the "Vendor Parties"), including authority to make use of the credit or debit card to which fees will be charged. As used in this Agreement and Waiver, (a) Market means and includes the City of Gainesville, CITY OF GAINESVILLE MARKET SQUARE, its directors and members; and (b) "you" or "your" means and includes you (as an individual) and your employees and agents, suppliers, volunteers, and family members and by virtue of agreeing to this Agreement and Waiver, for whom you are waiving certain rights. To the extent permitted by law, each person agreeing to this Agreement and Waiver for him/herself and/or on behalf of another employee or volunteers of Vendor agrees to indemnify, defend, and hold Market harmless from any liability, claim, demand, cause of action, damage, loss, or expense (including court costs and reasonable attorneys' fees and associated expenses) of any kind or nature (each, a "Liability" and collectively "Liabilities") in the event the Liability arises because a Vendor is found by a court of competent jurisdiction to not be bound by the terms and conditions of this Agreement and Waiver. In addition, if despite this Agreement and Waiver, any of the Vendor Parties makes a claim against Market, you agree, immediately upon request or demand by Market, to defend, indemnify, and hold Market harmless from all Liabilities which may be incurred as the result of such claim.

IN CONSIDERATION OF THE ACCEPTANCE OF YOUR APPLICATION, YOU ASSUME FULL AND COMPLETE RISK AND RESPONSIBILITY FOR ANY ILLNESS, INJURY, OR ACCIDENT WHICH MAY OCCUR WHILE YOU ARE PREPARING FOR SALES AT THE MARKET, OPERATING AT THE MARKET, AND WHILE YOU ARE ON THE MARKET SITE. YOU ARE AWARE OF AND ASSUME ALL RISKS ASSOCIATED WITH PARTICIPATING IN THE MARKET, INCLUDING WITHOUT LIMITAITON RISKS OF PERMANENT INJURY OR DEATH DUE TO FALLS, CONTACT WITH OTHERS, ACTS OR OMISSIONS OF OTHER VENDORS OR SHOPPERS, OR EFFECT OF WEATHER.

You agree to observe and obey all posted rules and warning, to follow any instructions or directions provided to you by Market and to abide by any decision of any Market official relative to your ability to safely participate in or attend the Market. You understand and agree that you are expected to exhibit appropriate behavior at all times while at the Market and to obey all applicable laws while participating in or attending the Market. This includes, generally, respect for other people, equipment, facilities or property. You agree that Market officials may dismiss you, without refund, should your behavior, in the opinion of Market endanger the safety of or negatively affect the Market. You understand and agree that Market is not responsible for any personal item or property that is lost, damaged, or stolen at the Market. You understand and agree that Market reserves the

right to cancel the Market in the event of weather (including, but not limited to, heat, tornadoes, earthquakes, fires, storms, lightning and floods), accidents, acts of war or terrorism, military conflicts or riots, or for any reason that would affect the safety and security of participants and/or visitors. In the event of such cancellation or any other cancellation for any reason, there will be no refund of your payment. You agree to hold Market harmless from any liability, claim, demand, and cause of action, damage, loss, or expense (including court costs and reasonable attorneys' fees) of any kind or nature, related to any cancellation or disruption of the Market.

RELEASE AND WAIVER OF LIABILITY. YOU HEREBY WAIVE, RELEASE, COVENANT NOT TO SUE AND FOREVER DISCHARGE MARKET AND ALL OTHER PERSONS ASSOCIATED WITH THE MARKET, FOR ALL LIABILITIES, CLAIMS, ACTIONS, OR DAMAGES THAT YOU MAY HAVE AGAINST THEM ARISING OUT OF OR IN ANY WAY CONNECTED WITH YOUR APPLICATION AND/OR PARTICIPATION IN THE MARKET, INCLUDING WITHOUT LIMITATION ANY LIABILITIES, CLAIMS ACTIONS, OR DAMAGES CAUSED BY NEGLIGENCE OF THE ABOVE PARTIES OR THE ACTION OR INACTION OF ANY OF THE ABOVE PARTIES. MARKET SHALL NOT BE LIABLE TO YOU FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA OR OTHER INTANGIBLE LOSSES (EVEN IF MARKET HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES). WITHOUT LIMITING THE FOREGOING, MARKET WILL NOT BE RESPONSIBLE FOR (A) THE COST OF PROCUREMENT OF SUBSTITUTE GOODS AND SERVICES RESULTING FROM ANY GOODS, DATA, INFORMATION OR SERVICES PURCHASED OR OBTAINED THROUGH OR FROM THE MARKET; (B) YOUR PARTICIPATION IN ANY PROMOTION OR PROGRAM COORDINATED BY MARKET; (C) PERSONAL INJURY; (D) STATEMENTS OR CONDUCT OF ANY THIRD PARTY AT THE MARKET SITE; (E) ANY OTHER MATTER RELATING TO THE MARKET SITE OR SERVICES; OR (F) YOUR PARTICIPATION IN THE MARKET. YOU AGREE THAT MARKET'S MAXIMUM LIABILITY TO YOU, FOR ANY REASON OR CAUSE WHATSOEVER, SHALL NOT EXCEED THE TOTAL AMOUNT OF MONIES RECEIVED BY MARKET FROM YOU. NOTHING IN THIS AGREEMENT AND WAIVER SHALL BE CONSTRUED AS LIMITING OR EXCLUDING MARKET'S LIABILITY FOR: (A) DEATH OR PERSONAL INJURY CAUSED BY GROSS NEGLIGENCE; (B) FRAUD OR FRAUDULENT MISREPRESENTATION; OR (C) ANY OTHER MATTER FOR WHICH IT WOULD BE ILLEGAL OR UNLAWFUL TO EXCLUDE OR ATTEMPT TO EXCLUDE LIABILITY. YOUR STATUTORY RIGHTS AS A CONSUMER ARE NOT AFFECTED BY THIS AGREEMENT AND WAIVER.

INDEMNITY. YOU AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS MARKET AND ALL OTHER PERSONS ASSOCIATED WITH THE MARKET, FROM ALL LIABILITIES ARISING OUT OF OR IN ANY WAY CONNECTED WITH (A) YOUR PARTICIPATION IN THE MARKET, INCLUDING WITHOUT LIMITATION ANY LIABILITY CAUSED BY NEGLIGENCE, THE ACTION OR INACTION OF WAIVER AND/OR THE TERMS OF USE INCLUDED IN THE VENDOR HANDBOOK.

You agree that this Agreement and Waiver is intended to be as broad and inclusive as is permitted by applicable law, and if any provision of this Agreement and Waiver is held to be unenforceable by a court of competent jurisdiction for any reason whatsoever, (a) the validity, legality, and enforceability of the remaining provisions of this Agreement and Waiver (including without limitation, all portions of any provisions containing any such unenforceable provision that are not themselves unenforceable) shall not in any way be affected or impaired thereby, and (b) to the fullest intent and economic effect of the unenforceable provision and the Agreement and Waiver shall be deemed amended accordingly.

ACCEPTANCE. BY INDICATING YOUR ACCEPTANCE OF THIS AGREEMENT AND WAIVER, YOU ARE AFFIRMING THAT YOU HAVE READ THIS AGREEMENT AND WAIVER AND FULLY UNDERSTAND ITS TERMS. YOU UNDERSTAND THAT YOU AND ALL RELATED PARTIES ARE GIVING UP SUBSTANTIAL RIGHTS, INCLUDING THE RIGHT TO SUE. YOU ACKNOWLEDGE THAT YOU ARE AGREEING TO THIS AGREEMENT AND WAIVER FREELY AND VOLUNTARILY, AND INTEND BY YOUR ACCEPTANCE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

POSSIBLE INCLUSIONS:

I consent to emergency medical care and transportation in order to obtain treatment in the event of injury to me as medical professionals may deem appropriate. This release extends to any liability arising out of or in any way connected with the medical treatment and transportation provided in the event of an emergency.

I grant permission to the MARKET, its affiliates, sponsors, and assigns to use any photographs, motion pictures, recordings or any other record of the Gainesville Market Square for any purpose including but not limited to promoting, advertising and marketing purposes. Any and all photographs, motion pictures, recordings or other records of the event are the sole property of the City of Gainesville Market Square.

I, \_\_\_\_\_, DO SWEAR OR AFFIRM THAT THE STATEMENTS CONTAINED IN THIS APPLICATION FOR ITINERANT VENDOR'S LICENSE IS CORRECT and I have read the Vendor's Handbook and understand this handbook is available for reference at <http://www.gainesville.tx.us/835/Farmers-Market> . I have also read and understand the WAIVER AND HOLD HARMLESS AGREEMENT.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

## Farmers Market Booth Setup Guidelines

Welcome to our Farmers Market! We are excited to have you join our community of vendors. Here are some important guidelines to ensure a smooth and successful experience for everyone.

### Permit Costs

- **Low Permit Fees:** One of the benefits of our market is the low permit costs, as we do not have a market coordinator onsite. This helps keep your expenses minimal.

### Responsibilities

- **Self-Advertising:** As a vendor, it is your responsibility to advertise your business. Utilize social media, local flyers, and word-of-mouth to attract customers to your booth.
- **Booth Setup:** You are responsible for setting up your booth. Ensure it is done in a manner that does not obstruct other vendors and remains within the boundaries of your assigned space.
- **Picnic Tables:** Picnic Tables are located under the pavilion and could be located in any spot as patrons and City Staff move them around. It is your responsibility to clear it out of your space or you are welcome to utilize the table during the market. If no other vendor intends to utilize it, it may be moved into the walkway for patrons to sit.
- **Self-Reliance:** As previously stated, we do not have a market coordinator on site. The markets are designed for individuals to maintain responsibility for their own space and follow all guidelines to ensure a successful market. If a vendor is on your permitted space and refuses to move, please have your permit on hand and call the non-emergency police number, (940)668-7777 to have the matter resolved.

### Booth Setup Guidelines

- **Booth Boundaries:** Make sure your booth stays within the designated area. Do not encroach on neighboring spaces. Each setup may be different, please do your best to have traffic circulating the outside of the pavilion so customers are not weaving through spaces inside of the pavilion, this could cause people to bump into each other or knock products over.
- **Display:** Arrange your products attractively and neatly. Use tables, shelves, and displays to showcase your items effectively. Be prepared to secure any displays in case of wind.
- **Signage:** Clearly display your business name and prices. Consider using banners, chalkboards, or printed signs.
- **Safety:** Ensure that your setup is safe for customers. Secure any structures and keep pathways clear.
- **Cleanliness:** Maintain a clean and tidy booth throughout the market hours. Dispose of any trash properly.
- **Etiquette:** Be respectful and courteous to fellow vendors and customers. Avoid loud music or disruptive activities. If you depend on a generator or any other equipment that

could be disruptive to others, please notify us in advance, this may limit your options on vendor space selection.

### Advertising Tips

- **Social Media:** Post regularly about your products, market schedule, and special offers.
- **Local Flyers:** Distribute flyers in your community to inform people about your booth.
- **Networking:** Collaborate with other vendors to cross-promote each other's businesses.

### Additional Notes

- **Arrival and Setup Time:** Arrive early to set up your booth before the market opens.
- **Pack Up:** At the end of the market, ensure you clean your area and pack up efficiently, leaving the space as you found it.
- **Walkway:** The walkway in the middle of the pavilion is there for convenience and may be rented or utilized as City Staff sees fit. The pavilion is designed to be accessed around the outsides of the pavilion where there are sidewalks and space to access around the entirety of it.

We appreciate your cooperation and look forward to a successful market season together!

**Return completed application to:  
City Secretary, 200 South Rusk, Gainesville, TX 76240.**

Upon approval of license and payment of the fee, a Vendor License will be issued by the City Secretary.

All Permitted Vendors and solicitors must clearly display identification and Vendor License number at all times in the course of its sales activity within the City. It shall be unlawful for any solicitor to fail or refuse to show or display such identification upon the request of any person.

**License is valid for 6 months and fee is payable upon approval of application.**

Door-to-door sales & Itinerant Vendor Sales **\$150.00**

**License is valid for 1 year (12 months) and fee is payable upon approval of application.**

Farmers Market Food Truck operations Competitive Bid (**minimum bid amount \$400.00**)

Farmers Market Pavilion Space **\$150.00**

**License is valid for 1 day and fee is payable upon approval of application.**

Food Truck **Weekday** Daily Rate (Monday – Thursday subject to availability) **\$50.00**

Food Truck **Weekend** Daily Rate (Friday – Sunday subject to availability) **\$75.00**

Pavilion Space Daily Rate (Sunday – Saturday subject to availability) **\$25.00**

**FOR CITY USE ONLY:**

**Applicant Name:** \_\_\_\_\_

**Application received by Administration Department**

\_\_\_\_\_ **Date** \_\_\_\_\_ **Signature**

**Application received by Gainesville Police Department**

\_\_\_\_\_ **Date** \_\_\_\_\_ **Signature**

**Application reviewed by Gainesville Police Department**

\_\_\_\_\_ **Date** \_\_\_\_\_ **Signature**

**Approval by City Secretary**

\_\_\_\_\_ **Date** \_\_\_\_\_ **Signature**

<b>PERMIT NO. ISSUED</b>	
<b>DATE PERMIT ISSUED</b>	
<b>DATE PERMIT EXPIRES</b>	
<b>Fees Collected for Permit</b>	
<b>Permit emailed to PD</b>	