



## THE BRANCH BAZAAR

### RULES, REGULATIONS & TERMS OF PARTICIPATION

Dates: Saturday, June 26, July 24, August 28 (must register for each month)

Event Hours: 9 a.m. - 3 p.m.

Event Admission: Free

Event Location: The Branch Connection, 14055 Dennis Lane, Farmers Branch, TX 75234

#### Vendor Requirements and Information:

- The Branch Connection will provide 10' x 10' space and tables (max-2) and chairs (max-2) inside The Branch Connection, unless COVID-19 mandates restrict inside activities.
- Location of your booth is not guaranteed and staff reserves the right to assign spaces and alter layouts as deemed necessary.
- If a Vendor must cancel, a 48-hour notice is required to receive a credit or refund on the booth.
- If a Vendor is a *No Show* the day of the event and has not contacted The Branch Connection staff, they may be subject to refusal to participate in future Bazaars.
- If The Branch Connection must cancel, a 48-hour notice will be given and money will be credited or refunded.
- Booth must be open during the entire event hours and vendor must be present at their booth during these hours. If a Vendor packs up and leaves early, they may not be asked to participate in future Branch Bazaars.
- All vendor items must be contained in the booth space (including storage).
- No microphones, bullhorns, loud speakers or other amplification of sound will be allowed. All music and the projections of sound must be contained within the booth.
- Vendor is responsible for maintaining and cleaning in and around their area during and after the event.
- All booths are subject to inspection by City Staff, Fire Marshall and Texas Comptroller.
- There will be no water or electricity available in the booth area.
- Vendor will not be allowed to sell or display items that are deemed by event staff to be obscene, dangerous or illegal. All booths must be in good taste.
- All sales must be done within your booth space - no roaming exhibitors will be allowed.
- Vendor may keep all proceeds from their booth. Vendor is responsible for paying all applicable Texas State Sales Tax. The Vendor shall pay all taxes and fees of every nature and description arising out of or in any manner connected with the sale of its products.
- Vendors may accept any form of payment. Vendor is responsible for providing change for their booth. There will not be an ATM on site.
- Items must be clearly priced.

#### Set Up & Clean Up:

- Set Up: Saturday as early as 7 a.m.
- Vendors must be completely set up and ready for business at 8:45 a.m.

- All Vendor vehicles must be parked at the north parking lot (on Valwood) to allow for customer parking.
- Booths must stay open until 3:00 p.m.
- Clean Up: Saturday after 3 p.m.
- All items must be removed Saturday by 5 p.m.

Exhibitor must adhere to all rules set forth by the City of Farmers Branch.  
Not doing so may result in immediate dismissal from the event or participation  
in future events. For more info: 972.919.8740.

# The Branch Connection **BRANCH BAZAAR APPLICATION** *(Please print legibly)*

Vendor Name	Business Name
Website	Email Address <i>(required)</i>
Address, City, State, Zip Code	Phone:
Circle dates you wish to register for:	
<b>June 26</b>	<b>July 24</b>
<b>August 28</b>	
Type and description of items to be sold <i>(required)</i>	
Number of Booths:	Request <i>(Check)</i> Tables: ____ One, ____ Two Chairs: ____ One, ____ Two
<b>10' x 10' Booth: Residents: \$25; non-residents: \$30</b>	
Payment Type:	
<input type="checkbox"/> Check <i>(payable to City of Farmers Branch)</i> Check Number: _____ <input type="checkbox"/> Credit Card <i>Please check the appropriate credit card and provide the necessary information along with a signature.</i> <input type="checkbox"/> American Express <input type="checkbox"/> Master card <input type="checkbox"/> Visa	
Credit Card Number: _____ Exp Date ____/____/____ CVV # _____	
I authorize the City of Farmers Branch to charge my credit card in the amount stated above.	
Signature _____ Date: _____	

*Please fully read the attached Rules, Regulations & Terms of Participation Sheet before submitting your application.*

AUTHORIZATION: Vendor agrees that he/she has read and shall abide by all the terms and conditions of the Branch Bazaar’s “Rules, Regulations and Terms of Participation” attached here.

Vendor also acknowledges that submission of Application does not guarantee acceptance into the Branch Bazaar Event. The undersigned represents that he/she is an authorized representative of the Vendor and has authority to bind Vendor to the provisions, terms and conditions set forth herein.

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

**Return to: The Branch Connection | 14055 Dennis Lane | Farmers Branch, TX 75234**  
[jackie.byles@farmersbranchtx.gov](mailto:jackie.byles@farmersbranchtx.gov) Questions? 972.919.8740