

## First Monday Trade Days Policies and Procedures

**Welcome to the First Monday Trade Days Event!** The First Monday Trade Days Event is a three-day event held every Friday, Saturday and Sunday before the 1<sup>st</sup> Monday of each month. Offering unique treasures and welcoming amenities, First Monday Trade Days Event is hosted on the Heritage Park Grounds conveniently located near Historic Downtown Weatherford. This 155-year-old tradition is one of the oldest open-air markets in the state of Texas and each month brings in visitors from all over. Visit our website at [www.weatherfordtx.gov](http://www.weatherfordtx.gov) for more information.

### CONTACT INFORMATION:

<b>Event Weekend Grounds Office</b> 317 Santa Fe Drive Weatherford, TX 76086 <b>ONLY open during event weekend:</b> 7 a.m. – 4 p.m.	<b>First Monday Trade Days Office</b> 119 Palo Pinto Street Weatherford, TX 76086 Phone: (817)598-4359 Fax: (817)598-4354 <a href="mailto:firstmonday@weatherfordtx.gov">firstmonday@weatherfordtx.gov</a>	<b>Consumer Health Department</b> 119 Palo Pinto Street Weatherford, TX 76086 Phone: (817)598-4149 Fax: (817)598-4007 <a href="mailto:ehaney@weatherfordtx.gov">ehaney@weatherfordtx.gov</a>
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### RESERVATION DETAILS:

- **How to Become a Vendor** – All vendors, Reserve/Walk-In/Non-Inspected/Food, are required by the State of Texas to have an active Texas Sales Tax Identification Number on file with the Comptroller’s Office. *See next page for more information.* All vendors must submit a signed Reservation Form and submit a copy of their active Texas Sales Tax Identification Number certificate to the First Monday staff in order to become an approved vendor.
- **Open Reservations** begin at 8:00 a.m. the Monday following the event weekend.
- **Pre-Reserved Vendors (\$30 per space, for the entire three-day event)** – May book within the Open Reservation period. To renew lot(s), vendor’s must reserve in person during the First Monday Event Weekend. It is the vendor’s responsibility to renew their space(s) within the deadline. Staff will not hold spots, **no exceptions.**
- **Event Grounds Office** – located in Lot B near Event Center restrooms. Operational hours during event weekend only. Friday-Sunday 7 a.m. – 4 p.m.
- Reservations may only be made on a month to month basis
- Rolling over your space **“Absentee” (\$10 per space)** – Reserve Vendors are allowed to file for an absentee space(s) no later than (5) business days prior to the event for a fee of \$10 per space. An absentee is only permitted after payment is made for the reserved space, including any other fees. No more than two absentees per vendor, per fiscal year (October-September), will be permitted.
- **Walk-In Vendor (\$15 per space, per day)** – Come to the Event Grounds Office on the day they wish to start paying for. Walk-In Vendors who wish to start setting up Friday must rent Saturday as well. Saturday and Sunday may be rented by single days.
- **Non-Profit Vendor** – Must have proof of non-profit status, 501(c)(3) Sales Tax Certificate. The organization will be assigned a space in a designated area, limited availability.
- **Electricity (\$10 per plug, per day)** Only available in Lot A on a limited basis. Electrical extension must be outdoor specified, UIL Coded, must not be damaged, frayed or any prongs (“ground” or “neutral”) on the cord removed. Electrical bar strips are prohibited. 20 AMP limit per plug. **Water (\$5 a day)** Limited availability, near electric boxes.
- **Livestock Vendor Fee (\$10 per space, per day)** – Approved Livestock Vendors will pay their rental fee at the Farm & Ranch Office on site. These vendors may sell livestock that include, but are not limited to: cattle, chickens, donkeys, ducks, emus, fowl, goats, guineas, horses, mules, ostriches, rabbits, exotic birds, certain species of fish and certain species of reptiles. Selling cats, dogs and swine is PROHIBITED.
- **Attractions (No Cost)** – Attractions are approved by the First Monday Coordinator on a limited basis. Attraction requirements include a \$1,000,000 Minimum Liability Insurance Coverage, listing the City of Weatherford as a certificate holder and a State of Texas Amusement Ride Safety Inspection verification with a current AR100, when applicable. Further requirements from the City of Weatherford Risk Management office may be necessary depending on the nature of the attraction.

### FOOD VENDORS

- **Non-Inspected Food Vendors (\$45 per weekend event)** Approved Vendors who sell pre-packaged, non-hazardous foods and/or drink. Approval by the Consumer Health Department may be required depending on the type of consumables being sold (Example: Home-made goods, eggs, meat products etc.). Deadline for approval is (5) business days before the event weekend. If vendor has not met requirements before the deadline they may not sell their food.  
**NO FOOD OR DRINKS MAY BE GIVEN AWAY OR SAMPLED**
- **Temporary Food Establishment Vendor – Food Tents (\$45 per space, per weekend), Mobile Food Unit Vendor (\$90 per space, per weekend) Food Trucks/Trailers** – Vendors that submit a signed Food Vendor Reservation Form are placed on a wait list until a space at the Food Park is available. Once approved, a yearly food permit is required through the Consumer Health Department. (Water and electric is included in the reservation rental price.)
- **Agricultural Vendor (\$30 per space, for the entire three-day event)** Approved vendors that sell fruit, produce, herbs or any food product locally grown or raised for human consumption. These vendors are considered Sales Tax Exempt from the Texas State Comptroller’s Office. Products must be whole or intact with no shell or seal broken. **SAMPLING IS PROHIBITED.** Texas Sales Tax ID will be required if other items are being sold

**IMPORTANT INFORMATION:**

1 <sup>st</sup> Monday Lots	General Sizes	Restrictions	
Lot A	15 x 25	- Electricity & water available - Trailers must meet requirements	- No vehicles or campers allowed - No vehicles between 9 am-4 pm
Lot B	15 x 15 15 x 20	- No electricity or water available - No vehicles between 9am - 4pm	- No vehicles/campers/trailers
Lot C	30 x 30	- Good for large items and trailers - Vehicles & Trailers are allowed	- No electricity or water available - No vehicular traffic between 9 am-4pm

- **As a safety precaution for our customers there will be NO vehicular traffic during advertised open hours. Weatherford First Monday Trade Days is advertised as open Friday through Sunday 9 a.m. – 4 p.m.**
- All vendors are responsible for their own money/change for sales. **Change is not available from the grounds office.**
- If a reserved space is left vacant every day of the event weekend, the vendor will knowingly forfeit rental fees and priority to the space(s). This is a rain or shine event; no refunds will be given due to bad weather.
- Vendors are responsible for their own behavior and the behavior of other assignees that represent the vendor. Vendors must maintain their space in a manner that protects the safety of the public and surroundings. Subleasing of vendor space(s) is PROHIBITED.
- Solicitation, walking or standing in walkways to solicit money, selling items or handing out information is PROHIBITED. Every individual must rent a vendor space(s) and stay within the rented vendor space(s) in order to sell items, hand out information or promote a recognized organization or cause.
- Any vendor selling firearms will be limited to four (4) guns/weapons displayed and must have all triggers secured by gun locks or strip ties, which must remain on each firearm while on the grounds. Strip ties may be obtained from First Monday staff if needed. All ammunition clips are required to be removed from firearms while on the grounds. NO ammunition is allowed on the premises.
- Vendors may overnight within the confines of an assigned space; however, campfires, open flames, alcohol consumption or illegal activities are PROHIBITED.
- Vendors are welcome to bring their own canopies and/or tents, all stakes must be less than ten inches in length.

**VEHICLES OR ANY MOTORIZED MEANS OF TRANSPORTATION:**

- Vehicle loading or unloading must take place on the pavement before 9 a.m. or after 4 p.m. any day of event weekend. There will be NO vehicular traffic in ALL LOTS between 9 a.m. and 4 p.m. Please pull in, unload, park in designated area, return and set up. After event, pack up and break down, then pull in and load.
- During the event, NO vehicles or campers will be allowed in lots A or B.
- Trailers are only allowed in Lot A if merchandise is displayed on the trailer and sold directly from the display. They may not be used as storage, **NO exceptions.**
- Vendors may park at the Farm & Ranch parking lot free of charge. The North Parking lot is available for \$3 a day.
- Parking for trailers is available in the Farm & Ranch parking lot only. Trailers are prohibited in the North Parking Lot.
- Overnight RV/ Camper Parking is available in a designated area on a limited basis.

### TEXAS SALES PERMIT INFORMATION:

- Vendors must provide a copy of their active Texas Sales Tax ID Certificate to the First Monday Coordinator in order to be considered an Approved Vendor.
- Apply for a Texas Sales and Use Tax Permit online at [www.window.state.tx.us/taxpermit/](http://www.window.state.tx.us/taxpermit/). In order to activate that permit vendors must print, sign and fax that application. Call the Comptroller's Office, (800)252-5555, for more information.
- According to the Sales Taxes for Fairs, Festivals, Markets and Shows (Feb 2013), "If the market or mall does not have a centralized cash register or check-out, both the market itself and the individual sellers must have sales tax permits and are responsible for collecting and remitting sales tax on the sales they make." In addition it states, "Vendors should report total sales, taxable sales and the tax collected."

### PROHIBITED ITEMS NOT TO BE SOLD OR DISPLAYED:

Prohibited items include, but are not limited to:

- Ammunition or explosive devices
- No more than 4 guns on display at once, all must be zip tied to render them inoperable
- Generators may not be used in the lots, selling them is allowed
- Alcohol, smoking devices or tobacco products
- Illegal drugs or drug paraphernalia
- Pornography or adult language displayed or advertised
- Violent pictures or language used to demean or incite
- Illegal knives, swords or weapons (determined by local law enforcement officers)

### SET-UP, BREAKDOWN AND CLEAN-UP PROCEDURES:

- NO vehicular traffic between 9 a.m. and 4 p.m. You may not pull up to your space to unload during these hours.
- Scheduled set-up time for Pre-Reserve Vendors is no earlier than 8:00 a.m. on the Thursday prior to the event.
- Final trash pick-up will be 4 p.m. on Sunday of event weekend, when 1<sup>st</sup> Monday Staff clears each lot.
- In the case that tents and items, including trash are left behind by vendors, a **Clean-up Fee of (\$25)** will be charged- Vendors are charged this fee for items that need to be discarded after the final trash pick-up, which is 4 p.m. on the Sunday of the event weekend, when the 1<sup>st</sup> Monday Staff clears the lots. The Monday following the event is the deadline remove all belongings from the grounds. This fee is due before future reservations can be made by/for the vendor and continued violation of this nature will result in loss of vendor privileges.

### PETS:

- Pets are allowed on the grounds if on a leash at all times and tagged with appropriate identification and rabies vaccinations.
- All pet waste must be picked up by the owner immediately.
- Vendors/Customers with aggressive pets will be asked to leave the premises.

### LIABILITY, ACCOUNTABILITY AND LEGAL RESPONSIBILITIES:

- Immediately report any suspicious or illegal activity to the Police Dispatch, (817)598-4300 or to the First Monday Trade Days staff, (817)598-4359.
- City of Weatherford IS NOT responsible or liable for the loss or theft of any property or merchandise, quality of merchandise bought or sold, and/or any injury from any incident that occurs at the event.
- Anyone found to be in violation of any policies or any ordinances imposed by the City of Weatherford and/or any laws or regulations by the State of Texas will be asked to leave the First Monday Trade Days event immediately without warning.
- Failure to comply with the rules and regulations set forth in the First Monday Trade Days Policies and Procedures, including the Texas penal code, will result in loss of vendor privileges and immediate removal from the event without refund at management discretion.
- Management reserves the right to reject any requests for reservations, monitor merchandise, displays and decline renewal to any vendor.
- The City of Weatherford reserves the right to update the Weatherford First Monday Trade Day Policies and Procedures as necessary, and without prior notice, to ensure the integrity and safety of the City at large to include city facilities, city employees, city properties, the community, citizens, vendors, customers and the general public.

# Parks and Recreation Department

## First Monday Division

### Important Dates

Month	Event Dates	Renewal Deadline	Open Reservation	Absentee Deadline
January	Dec. 29 <sup>th</sup> , 30 <sup>th</sup> , 31 <sup>st</sup>	Dec. 31 <sup>st</sup>	Jan. 1 <sup>st</sup>	Jan. 26 <sup>th</sup>
February	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup>	Feb. 4 <sup>th</sup>	Feb. 5 <sup>th</sup>	Feb. 23 <sup>rd</sup>
March	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup>	Mar. 4 <sup>th</sup>	Mar. 5 <sup>th</sup>	Mar. 23 <sup>rd</sup>
April	Mar. 30 <sup>th</sup> , 31 <sup>st</sup> , Apr. 1 <sup>st</sup>	Apr. 1 <sup>st</sup>	Apr. 2 <sup>nd</sup>	Apr. 27 <sup>th</sup>
May	May 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup>	May 6 <sup>th</sup>	May 7 <sup>th</sup>	May 25 <sup>th</sup>
June	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	June 3 <sup>rd</sup>	June 4 <sup>th</sup>	June 22 <sup>nd</sup>
July	June 29 <sup>th</sup> , 30 <sup>th</sup> , July 1 <sup>st</sup>	July 1 <sup>st</sup>	July 2 <sup>nd</sup>	July 27 <sup>th</sup>
August	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup>	Aug. 5 <sup>th</sup>	Aug. 6 <sup>th</sup>	Aug. 24 <sup>th</sup>
September	Aug. 31 <sup>st</sup> , Sept. 1 <sup>st</sup> , 2 <sup>nd</sup>	Sept. 2 <sup>nd</sup>	Sept. 3 <sup>rd</sup>	Sept. 21 <sup>st</sup>
October	Sept. 28 <sup>th</sup> , 29 <sup>th</sup> , 30 <sup>th</sup>	Sept. 30 <sup>th</sup>	Oct. 1 <sup>st</sup>	Oct. 26 <sup>th</sup>
November	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup>	Nov. 4 <sup>th</sup>	Nov. 5 <sup>th</sup>	Nov. 23 <sup>rd</sup>
December	Nov. 30 <sup>th</sup> , Dec. 1 <sup>st</sup> , 2 <sup>nd</sup>	Dec. 2 <sup>nd</sup>	Dec. 3 <sup>rd</sup>	Dec. 28 <sup>th</sup>

#### Important Date Description

**Renewal Deadline** - For Reserve Vendors only, this deadline is the final date the office staff will hold the previous month's space for these vendors to reserve with payment for the next month's event weekend. May only be made in person at the Grounds Office during event weekend.

Grounds Event Center Hours (*Only open during event weekend*)

Friday – Sunday 7am – 4 pm

**Open Reservation** - This date marks the start of the reservation period for any and all approved vendors that wish to reserve a space(s) for the next month's event weekend. Reservations may be made online.

**Absentee Deadline** - For Reserve Vendors only, this deadline is the final date these vendors are allowed to file for an absentee space(s). No more than two absentees are permitted per vendor, per fiscal year (October - September). Must contact office staff no later than 5 business days before the missed month.