



Dates: Saturday, January 23 | February 27

Event Hours: 9 am – 3 pm

Event Admission: Free

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

Exhibitor Requirements:

- The Branch Connection will provide tables (max-2) and chairs (max-4)
- Exhibitors may bring and set up tents to fit within the 10'x10' space.
- Exhibitors will be assigned a booth space within The Branch Connection front parking lot and space will be marked.
- Location of your booth is not guaranteed and staff reserves the right to assign spaces and alter layouts as deemed necessary.
- Booth must be open during event hours and exhibitor must be present at their booth during these hours.
- All exhibitor 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.
- Exhibitor 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 booth area.
- Exhibitors 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.
- Exhibitor may keep all proceeds from their booth. Exhibitor is responsible for paying all applicable Texas State Sales Tax. The Exhibitor 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.
- Exhibitors may accept any form of payment. Exhibitor 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:

- Vehicles are prohibited from driving or parking within event area except during set up and clean up.
- Set Up: Saturday, January 23 and February 27 as early as 6:30 am.
- Please enter into The Branch Connection through the Valwood entrance.
- All vehicles must be out of The Branch Connection by 8:45 am and will not be allowed back into the Event area until cleared by City Staff.
- Parking is located at the Mary Immaculate Church/School parking lot.
- Clean Up: all items must be removed by 5 pm.
- Booths must stay open until 3:00 pm. City staff will notify you when you can drive. vehicles into the event area, we anticipate this will be around 3:15 pm.

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.

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

| | |
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| Vendor Name | Business Name |
| Website: | Email Address (required): |
| Mailing Address: | |
| City, State, Zip: | |
| Type and description of items to be sold <i>(required)</i> : | |
| Number of Booths: | Request Tables <i>(check)</i> : ____ One, ____ Two Chairs <i>(circle)</i> : One Two Three Four |
| 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: _____