



THE BRANCH BAZAAR

RULES, REGULATIONS & TERMS OF PARTICIPATION

Dates: Saturday, May 22, June 26 (*registration required for each date*)

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.

- All Vendor vehicles must be parked at the Mary Immaculate School/Church parking lot to allow for customer parking.
- Vendors must be completely set up and ready for business at 8:45 a.m.
- Booths must stay open until 3:00 p.m.
- Clean Up: Saturday after 3 p.m. when staff says it's all clear of shoppers.
- 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.