



MARKET DAYS

2024 Craft Vendor Information

2nd Saturday of April - November

9:00 a.m.-2:00 p.m. April, May, September – November

8:00am – 1:00pm June, July, August

Location: Mary Kyle Hartson Park/Burleson Road (Map Attached)

Dates: June 8th, July 13th August 10th, September 14th KMD-Squeeze Box, October 12th, November 9th,

Fee: Vendor Booth fee for each 10x10 space is \$35.00. **Promenade vendor fee:** \$45 for each 10x10 space.

Deadline: Deadline to apply and pay is **2:00 p.m.** the Monday before Market Day.

(ALL payment are due within 5 business days of receiving the approval email) Failure to make payment WILL result is loss of approval.

Booth Vendors: (All Vendors not offering food/drink intended to be consumed on site) Texas Sales Tax Certificate required as applicable. These vendors may sell items permitted within the CBD-2 Zoning District. Cottage Food Vendors must conform to Texas Law HB 970. Limited to 80 monthly vendors. All Vendors must be 18 years of age or older.

Rules & Regulations:

- You are limited to offer the items you list on your application.
- Decisions will be based on receipt date of this application and number of events paid for.
- If spaces are not available when application and payment are received, staff will contact applicant.
- Vendors are responsible for their own display equipment, tents/canopies, utilities and set up.
- All items must be within the booth space. **Roaming sales are not permitted.**
- Vendors showing, offering, displaying or bringing notice to live animals are not permitted. Pets on leash and service animals are acceptable.
- The City of Kyle is not responsible for enforcing private company's or corporation's rules on multiple vendors at same events.
- **All vendors are required to bring their own weights to hold your tent/canopy down. Vendors within the Mary Kyle Hartson Park will be PROHIBITED to utilize stakes/or nails to hold down canopies.**
- Electricity is not provided by the City. Personal quiet generators with a less than 70 decibel rating may be permitted within your booth. Power cords, hoses or any items must stay within your booth space.
- **Vendor spaces are first come first serve unless otherwise stated.** The areas available will be designated by cones or area markers.
- **Set-up CAN NOT begin earlier than 7:00am on the day of the event for the month of April, May, September – November. And 6:00am for the month of June, July and August**
- All booths must be ready at least 15 minutes before the market is set to start. Arrival 15 minutes before the market may result in cancellation of vendor application **(NO REFUND)**
- **A \$20 fee will be charged to vendors that leave before the completion of the event.**
- **REFUND POLICY:** No refunds, vendor may transfer credit towards other Kyle Parks and Recreation Event.
- **Payment Options:** Credit Card, Cash, Check, or Money Orders
 - *Please make checks payable to: City of Kyle Parks and Recreation Department, 700 Lehman Rd, Kyle, TX 78640.*

City of Kyle Parks and Recreation Department

700 Lehman Road, Kyle, TX 78640

saligaweesa@cityofkyle.com



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Mary Kyle Hartson Park

2024 Vendor Application

*Incomplete applications will not be considered.
Applications will take 1-2 business days to process.*

Please print clearly.

All Kyle Market Day Vendors should exhibit high quality standards. Kyle Parks and Recreation Department Staff reserves the right to allow, or disallow, vendors, products and/or merchandise that we feel do not meet these standards.

Name: _____ Business Name: _____

Mailing Address/City/Zip Code: _____

Phone Number: _____ Email: _____

Texas Sales Tax I.D. Number) if required by the State if Texas): _____

☐ I am a Cottage Food Vendor and I understand the law and limitations.

☐ I understand that my space does not include electricity and that I may bring a “quiet” generator.

Please list ALL items that you plan to sell at Market Days. MUST BE SPECIFIC

Months Selected (Circle which applies): April May June July August September October November

Number of Spaces (per event): _____

Promenade (per event): _____

Total Due: _____

A \$20 fee will be charged to vendors that leave before the completion of the event and possible cancellation of future event registrations.

I, the undersigned, certify that I am 18 years old or above participating in the Kyle Market Days. I understand that falsification of any information on this form may disqualify me from this event. In consideration of the acceptance of my registration in the Kyle Market Days, I hereby release the City of Kyle, the City of Kyle Parks and Recreation Department, their agents, employees, officers, and servants from any and all damages and injuries which may occur while I am participating in the Kyle Market Days. I certify that I have the legal authority to execute this release on behalf of myself. I also certify that I have received and read this application form completely.

Permission for Photography: The City of Kyle Parks and Recreation Department may use photographs of me to promote the event.

Permission for Medical Treatment: I acknowledge that I have given my authorization for myself to receive medical attention in case of injury or an emergency.

Permission for Equipment Release: I understand that whatever equipment I bring to the event is at my own risk and the City of Kyle is not responsible for lost, stolen or damaged property. I further understand that I will be responsible for any equipment issued to me by the City of Kyle and we will return it to the same person and in the same condition as when we received it.

Signature of Vendor: _____

Date: _____

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700 Lehman Road, Kyle, TX 78640

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Mary Kyle Hartson Park

2024 Map Layout

