

**The Old Town Merchants Association**  
**Second Saturday**  
**Vendor Rules, Regulations and Application**

**General Operations**

1. Hours of Operation are from 10am -6pm, unless otherwise stated during event. Vendors will be given a specific location for check in day of event. Vendors may load in on the street starting at 8am day of event to begin set up and must stay till the end of event day to provide a full shopping experience to our visitors and guests arriving throughout different times of the day. All vendors must be set up with vehicles off the street by 9:30am.
2. Vendors must have a visible sign clearly showing the name of their business on the table or front of the table in banner form
3. Each vendor will be responsible for all equipment needed and supplies for the set up of a booth. Displays should be constructed in such a way that they do not block customers walkways or pose any other hazards to customers.
4. Seller must post prices.
5. Vendors are responsible for the actions of their representatives, employees, or agents.
6. Any vendor who provides samples and/or products that produce waste must provide containers for waste disposal.
7. All applicable food safety regulations, both state and local, must be adhered to
8. Vendors will be accepted to each event individually on a juried basis, event coordinators may revoke the privilege of sellers at its discretion.
9. Refunds for event are not given for any reason!

## Second Saturday Application

Name \_\_\_\_\_ Date \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

List of Products \_\_\_\_\_

Each Saturday Event is \$30 and is Non-Refundable

Circle Month to Set up Feb March April June July Aug Nov

**I have received, read, and agree to follow the event rules and regulations. I understand the fees and requirements of me as a vendor**

Signature of Vendor \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Paid \_\_\_\_\_ Received by \_\_\_\_\_