



MARKET DAYS AT LIBERTY CROSSING

VENDOR INFORMATION

thelibertycrossing.com

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(940) 230-2099

MARKET DAYS AT LIBERTY CROSSING is a monthly destination market venue and an all-day experience for the entire family located in Gainesville, Texas. Shop, eat and drink from a variety of retail shops, craft vendors, food trucks, local wineries, craft beer and live entertainment.

2018 MARKET SEASON

Market hours are

Friday & Saturday 10 a.m. – 6 p.m.

Sunday 11 a.m. – 4 p.m.

* Early set-up week of Market Days
Monday – Thursday 9 a.m. – 5 p.m.

Vendors are required to be present the entire weekend unless unforeseen circumstances occur. Please notify the Liberty Crossing team as soon as possible if a situation occurs.

February 22-24, 2019
March 22-24, 2019
April 19-21, 2019
May 24-26, 2019
June 21-23, 2019
July 19-21, 2019
August 23-25, 2019
September 20-22, 2019
October 25-27, 2019
November 22-24, 2019
December 20-22, 2019

APPLICATION PROCESS

- [Applications](#) must be submitted online.
- Space assignments will be made by the Liberty Crossing team, taking into consideration the date the application was submitted, product category, and availability. **The Liberty Crossing Team will work to accommodate vendor requests, but space assignments cannot be guaranteed.**
- Returning vendors are given priority status & not required to submit a new vendor application each market, but must submit a Returning Vendor application online.
- Distributor products like Scentsy, Mary Kay, LipSense, LuLaRoe, etc. are not allowed.
- All vendors must have a valid Sales Tax ID number and required to collect sales tax for each item sold in order to participate.
- Accepted vendors will be notified via e-mail and provided with an invoice for booth fees and copy of the Vendor Contract. Booth fees and the executed Vendor Contract must be received within 7 days to secure a space and be listed on the market line-up.

PAYMENT & FEES

- Market rental rates include the entire 3-day market.
- Payment must be paid in full and within 7 days of invoice receipt in order to guarantee space.
- Market rental rates are nonrefundable. Please contact the Liberty Crossing team of cancellation as soon as possible so that the layout may be adjusted.

SPACE LAYOUT & PRICING

Space layouts are available online at <http://www.thelibertycrossing.com>

RED

\$275 for 3-day market

BLUE

\$200 for 3-day market

WHITE

\$175 for 3-day market

SPACE REGULATIONS & REQUIREMENTS

- Only the space is provided. Vendors are responsible for providing their own structures, tables & chairs.
 - All items must fit within the assigned space.
 - Only the approved items mentioned in your application will be allowed. If unapproved items are present in your booth, you will be asked to remove the items. If you wish to add any items to your inventory that were not on your application, you must re-apply & await approval.
 - Vendors will be responsible for keeping their space neat, clean, and aesthetically appealing at all times. All personal/misc. items stowed away. (No plastic tablecloths whatsoever. If using plastic tables, tablecloth/covering must reach the floor.)
 - Damage to the any structure of the building by a vendor (i.e. nails, command strips, paint, etc.) will result in a monetary fine.
 - One electrical outlet is available for each space, but vendors must provide their own extension cord. No cords will be allowed in designated walkways.
 - Market staff reserves the right to restrict the sale, display or distribution of any offensive printed materials, photographs, books, paraphernalia or other representation in its sole discretion.
 - Vendors are required to be present in their booths during market hours. Each vendor is solely responsible for their own merchandise, property, and business transactions. Merchandise or property left unattended is done so entirely at the vendor's risk.
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SET-UP/TAKE-DOWN & VENDOR PARKING

- Vendor loading/unloading must occur in the designated loading zones. Loading zones will be posted & located on the north-side of Building 1 and the south-side of Building 2.
- Vendors must be completely set up & in their booth ready for shoppers by 9:45 a.m. No parking in loading zones during market hours.
- Trailers must be in designated parking areas during market hours.
- Early set-up will be allowed the week of Market Days only (Monday - Thursday) from 9:00 a.m. to 5:00 p.m.
 - During Summer: The large roll-up doors in market spaces will only be open from 9:00 a.m. to 12:00 p.m. for move-in during the week of Market Days (Monday – Thursday). The air conditioners will not be running during the hours in which the roll-up doors are open. The doors will be closed and locked at noon on move-in days so that the air conditioners may run for the remainder of the day.
- Vendors may have access to their booths 2 hours before market hours.
- Spaces will be assigned to all vendors prior to each market event. Report to the Welcome Center Information Booth (Suite 285) if you need assistance locating your assigned space.
- Take-down is not allowed before 4 p.m. Sunday, and must be completed by 8:00 p.m.
- Vendors are responsible for disposing of all trash in their assigned space before leaving.
- Vendors who have paid their booth fees for the following market by 4:00 p.m. on Sunday are allowed to leave their display/set-up. All merchandise and property left in the space is done so entirely at the vendor's risk.
- Vendors who are unable to complete their take-down by 8:00 p.m. on Sundays will be given access to the space from 9:00 a.m. to 5:00 p.m. on the Tuesday following each market.

Food Trucks & Food Vendors

- Please NOTE: If you have a trailer it will need to be set up on Thursday prior to the Market weekend. Please call 940-230-2099 to let our staff know what time you will plan to set up.
- As soon as possible, please apply for an Itinerant Vendor License with the City of Gainesville using the following form: <https://www.gainesville.tx.us/DocumentCenter/View/5435/Application-Packet-for-Itinerant-Vendors-Food-Truck-at-Alt-Location-or-Door-to-Door?bidId=>
 - As part of the Itinerant Vendor License application, you'll need to provide:
 - Mobile Food Unit Service Inspection certificated issued by the City of Gainesville. Please call (940) 668-4799 to arrange for an inspection.
 - Food Handler Certificate for each staff member

Social Media Guidelines and Resources

- Like our Facebook Page and Share us to your Facebook Page.
<https://www.facebook.com/marketdaysatlibertycrossing/>
- Share the Event you will be at on your Facebook Page, so your followers know where to find you
 - Please do not create your own Market Days Facebook Event.
- Follow Us on Instagram.
<https://www.instagram.com/marketdaysatlibertycrossing/>
- Post the Monthly Event Graphic we send you to your social media and be sure to Tag us!
- If you are having difficulty tagging us, here is a helpful video to show you some tricks to make it work.
<https://www.youtube.com/watch?v=pLy5lo5kOFE>
 - If you are still having difficulty, email LCTeam@thelibertycrossing.com
- We cannot guarantee that all vendors will be featured on social media but we will do the best we can!
 - Here are some easy ways to increase the likelihood of being on our page.
 - Very active on FB/IG
 - A large following is a bonus but not required
 - Professional quality photos on your social media pages for us to post.
 - Attractive booth presentation for us to photograph
 - Unique products that stand out

Register and Pay for your Market Days booth in a timely manner. You must be current to be featured
