

Galveston Island Market Guidelines, Policies & Procedures – May 2022

The Purpose of the Galveston Island Market is to:

- Provide a venue for local artisans and handcrafters to exhibit and sell their products.
- Provide a venue for local producers and food vendors to exhibit and sell their products
- Provide an interesting quality event on Galveston Island that enhances the Island experience for visitors and residents.

It is the Policy of the Galveston Island Market that the seller must be the producer/creator of the products sold at the Market.

The Galveston Island Market (hereafter referred to as the Island Market) policies have evolved over time as we establish the best way to conduct a successful monthly market. Vendors and the Community are encouraged to provide input as policies are implemented, tested, and tailored to our particular situation.

GENERAL INFORMATION

Location: Contiguous sidewalk of these blocks in Galveston's historic downtown Strand District, as needed: 200 and 300 blocks of 22nd Street, 2100 and 2200 blocks of Mechanic Street, and 300 block of 23rd Street.

Time: 10 a.m. - 4 p.m.

Date: The Island Market is usually held the 3rd Saturday, March through June (Spring season) and September through December (Fall season). Dates for a given market may change if there is conflict with a holiday or a major event in the downtown area of the city.

BOOTH FEES

Standard 10' x 10' booth space: \$45. Vendors can apply for two adjoining booths for \$90.

APPLICATION SUBMISSION

Only complete applications will be considered. The application must include:

1. Completed and signed vendor application form (found at galvestonislandmarket.com)
2. Photographs of the products to be sold at Market emailed to galvestonislandmarket@gmail.com. If the product being sold is displayed on a business website or on Facebook or Instagram, a link to those sites may be used in lieu of sending new images.
3. Payment is accepted through PayPal on the market's website: galvestonislandmarket.com. Any other form of payment must be approved ahead of the market date.

All decisions regarding participation of a vendor in the Island Market and the assignment of the vendor's booth space are the sole discretion of the Market Committee. The Market Committee may also restrict the number of vendors selling similar products to help ensure that a variety of products are offered.

Applicant Consideration Will Be Based Upon:

- The applicant must be the producer/grower of the product.
- The originality, quality, attractiveness, and uniqueness of products.
- The available space and product mix of the Market.

- Product originality will be judged carefully by the Committee. The Committee strives to achieve a wide variety of unique products, looking especially for “creation” over “assembly” of pre-existing purchased components. Primary design elements must be original design of the artist.

New Application Deadline: New applications must be received 7 days prior to the Island Market date for consideration by the Committee. This allows adequate time for Committee Review and notification to the applicant. Applicant will be notified by email of their approval or denial. Payment must be made at least 3 days before the market.

FOOD VENDOR CATEGORY

Products must be unique and of superior quality. To assure variety, they shall be different from items already sold at existing food booths and nearby downtown storefronts. Food vendors may be limited in consideration of existing Strand businesses. Food vendors must meet all of the **Galveston County Health District's** regulations and have all necessary permits and licenses on display. A health inspector may visit the market to ensure compliance. Failure to comply with Health Department rules and regulations may result in the immediate closure of the vendor's booth.

NON-PROFIT CATEGORY

Only registered nonprofit organizations with a Galveston presence are allowed. Nonprofits may provide informational materials related to their organization, sell promotional items bearing the organization's name (i.e., t-shirts), and sell other items that are handcrafted by their members. Eligible nonprofits may request one free booth space per calendar year. Additional spaces or market dates will be at the standard booth rates. All other vendor guidelines apply.

MARKET VENDOR GUIDELINES

1. Vendor fee: \$45.00 (10' x 10') for each market date. Payment is made online at PayPal.com, using a PayPal account or credit card. Any other arrangement must be approved by the Market Committee.
2. Vendors will be allowed to share booth space; however, each vendor must submit a separate Vendor Application and receive Market Committee approval. Vendors may request to be paired with or next to a specific vendor and such requests will be honored wherever possible. Vendors will not be paired with another vendor without prior approval of both vendors. Wherever possible, vendors of similar products will not be placed side by side.
3. Once approved, vendors may notify the Island Market Committee that they wish to apply for other markets in that same season (Spring or Fall). That request is then automatically approved contingent upon payment being received at least 7 days before each market.
4. Approved vendors must submit fees 7 days prior to market date. Payments received after this deadline, including on-site payments, may be charged an additional late fee of \$10. Additionally, late payments may cause vendor to be placed in an “overflow” or less than “premium” location.
5. “No-Shows” will result in forfeit of the event fee. Two “no-shows” within a season (Spring or Fall) may result in loss of “Approved Vendor” status.
6. Cancellations: Refunds will be issued only if a notification of cancellation is received 3 business days prior to the scheduled market day or if the Island Market is cancelled because of weather or other

contingency. In case of “Inclement Weather” cancellation by the Market Committee, vendors will be given the choice to roll payment over to next scheduled market date rather than receive refund.

7. Vendors must provide any and all elements of their own set up: canopy, chairs, table, table covering, displays, trash receptacle, etc.

8. Canopies are highly recommended but not required. There are a limited number of booth spaces under an awning at 22nd and Mechanic that are reserved for vendors who cannot physically set up or take down a tent or who are staffing their booth alone. If spaces are available, these spots can also be assigned to first time vendors who do not own a tent so that they can test the market before acquiring a tent and weights.

9. Canopies **must** be weighted (20 lbs. per leg recommended) or secured at all four points, at all times, to prevent movement due to wind. This is to prevent damage to vendor products and to insure the safety of the vendors and attendees. Canopies may NOT be secured to adjacent historic buildings or city property.

10. Vendors are expected to create a professional display to feature their merchandise. All tables must be covered with table covering and all boxes and crates must be neatly stacked or hidden from view. All vendor equipment and displays are to be freestanding. Nothing is to be anchored or affixed to the assigned space and adjacent structures.

11. Each vendor must identify themselves in their booth with a sign or table card stating their name or business name.

12. Electrical power is not available. Vendors may bring and utilize a “quiet generator” or “inverter” or a marine battery. Conventional (noisy) generators are not allowed. Vendors should use an exterior grade three-prong extension cord that meets OSHA requirements for outdoor use.

13. Vendors may not sell any items not approved or listed on their market application. New item categories (e.g., a jeweler adding t-shirts) must be reviewed and approved by the committee.

14. Vendor smoking or consuming alcoholic beverages are not allowed in the Market area.

15. Vendor pets are not allowed in the Market area.

16. Each booth must be staffed throughout the entire market.

17. Vendors may begin set-up at 7:30 a.m. and should be in place at 10 a.m. No sales should take place prior to 10am.

18. The Market will close at 4pm. Vendors may **not** begin to dismantle before this time without prior approval from the Market Manager. Courtesy to vendors and shoppers requires that all vendors remain at the market until closing.

19. Vendors are responsible for thoroughly cleaning their area and removing all trash OFF SITE. Vendors may not use pedestrian trash receptacles for boxes, etc. Vendor spaces must be completely cleared and cleaned by 5 p.m.

20. Vendors are solely responsible for compliance with any and all city, county, state and federal rules/laws that pertain to their particular products.

21. Each vendor is solely responsible for State of Texas sales tax requirements. Texas Sales and Use Tax Permit should be displayed during market hours. (A good quality photocopy is acceptable.)

22. Vehicles must be parked appropriately (in legal parking spaces). Vendors are responsible for any parking fees incurred.

LIABILITY

Vendors must complete and sign the Vendor Application which thereby releases and discharges and agrees to indemnify, protect and save harmless the Island Market, its agents and employees, the Galveston Art League, and parties who own market space from and against all claims, demands, causes of action of every kind and character for any injury to or any loss of or damage to property arising from participation in the Island Market.

INCLEMENT WEATHER

The Island Market will not be cancelled if there is only a minimal chance of “inclement weather.” Our Island weather benefits from coastal breezes, so out of town vendors should not rely solely on Houston metro forecasts when monitoring rain predictions. Should weather conditions be more severe, vendors will be notified via email as soon as possible – typically by 6 p.m. the day prior to the market (Friday evening). In case of “Inclement Weather” cancellation, vendor payments will be refunded or applied to next scheduled market date.

RESOLUTION OF DISPUTES AND MARKET POLICY VIOLATIONS

The Market Committee will assign a Market Manager to be present at each Island Market. The Market Manager works to achieve a smooth running Market by answering questions, clarifying, implementing, and upholding market policies. The Manager will act as an information liaison between customers, vendors, and the Market Committee. The Market Manager has authority to implement policy and to act on any breach or violation of any policy item on behalf of the Island Market Committee. Any disputes not resolved by the Market Manager shall be turned over to the Island Market Committee for further discussion and resolution. The Island Market resolution shall be considered final.

Non-compliance of Market Policies: Should a vendor be notified of a policy violation and fail to immediately comply with the Market Manager’s request to come into compliance, the result may be the exclusion from participation in future Markets.

Dispute between Customer and Seller: The cardinal rule of selling is: “The Customer is always right.” The seller is expected to amicably resolve any issue with customers. The Market Manager should be advised of any customer complaints in case further action needs to be taken.

Disputes between Sellers: If a problem arises at the Market between participating vendors, the dispute should be taken to and settled by the Market Manager as the authorized representative of the Island Market. Disputes between vendors, or harassment of individuals of any kind, are not permitted. If a complaint is not satisfactorily resolved by the Market Manager at the Market, the complaint must be submitted, in writing, to the Island Market Committee (galvestonislandmarket@gmail.com) within 7

business days of the incident. The incident will be reviewed by the Island Market Committee. The persons involved will be notified of the Committee's decision. The Committee's decision will be final. Failure to comply with the Committee's decision may result in the exclusion from participation in future Markets.