

FIRST MONDAY TRADE DAYS TRADE CENTERS I, II, III, AND IV TRADE CENTER GUIDELINES

IN ADDITION TO FIRST MONDAY POLICIES AND PROCEDURES IN THE ATTACHED VENDOR INFORMATION BROCHURE, FIRST MONDAY TRADE CENTER VENDORS MUST ABIDE BY THE FOLLOWING GUIDELINES. ANY FAILURE TO COMPLY MAY RESULT IN REMOVAL FROM THE PREMISES ALONG WITH THE LOSS OF RENTED SPACE UPON MANAGEMENT DISCRETION.

MANAGEMENT RESERVES THE RIGHT TO REJECT APPLICATIONS, MONITOR MERCHANDISE AND DISPLAYS, AND DECLINE RENEWAL TO ANY VENDOR.

SALES

_____ initials

1. Space rental in the First Monday Trade Centers for First Monday weekends shall be restricted to the merchandise accepted on individual applications. Management approval is required for any changes or additions to the type of merchandise originally accepted.
2. Each vendor is required by Texas Law to have a Texas Sales Tax Permit. Contact 1-800-252-5555 for information.

SPACE RENTAL

_____ initials

(Includes electricity, not water)

Trade Center I	14' x 14' spaces	\$150.00 to \$200.00
Trade Center II	14' x 14' spaces	\$150.00 to \$200.00
Trade Center III	10' x 20' spaces	\$175.00 to \$200.00
Trade Center IV	10' x 20' spaces	\$175.00 to \$200.00
Trade Center Parking	20' MAX. LENGTH	\$50.00

3. Vendors must display and operate their assigned space(s) EVERY First Monday weekend. Should there be a need for a non-emergency absence, the vendor shall make arrangements to have someone set up and operate the vendor's booth with the approved vendor's merchandise. Emergency absences will be handled on an individual basis; however, excessive absences will not be tolerated and the spaces will be re-assigned.
4. No refunds or transfers of payments will be allowed.
5. Vendor spaces may not be sub-leased.
6. No "Hawking" allowed.
7. First Monday lot receipts are issued for the sole purpose of admitting said vendor into the park, they are not a shopping pass. All vendors must present current receipt when renewing spaces.
8. Payment for space renewals must be received **NO LATER THAN** the Friday following First Monday weekend. Spaces not renewed by that date will be assumed open and reassigned.

BUILDING HOURS

_____ initials

Open to Vendors:	8:00 a.m. Wednesday (set up only) All day Thursday – Vendors are encouraged to open on Thursday, but it is not required
Mandatory Hours: 9:00 a.m. – 4:00 p.m. Sunday	8:00 a.m. – 5:00 p.m. Friday and Saturday Longer hours are encouraged

9. Update your coordinator with any address changes, proof of the new address will be required. Phone number updates can be made at either the Log Cabin office or Main Gate office, or by phone.
10. Displays must be complete and open to the public during the above listed mandatory operating hours.
11. Deliveries and loading / unloading are not permitted during the mandatory operating hours.
12. Unloading and removal of extra vehicles from the premises must be completed 30 minutes before the opening hour each morning.
13. Do not block streets or entries around the building while loading / unloading.
14. Vendors may drive in the building for the sole purpose of setting up on Wednesday beginning at 8:00 a.m. and for tearing down on Sunday beginning at 5:30 p.m. with one vehicle per vendor at any one time. **NO VEHICLES ARE ALLOWED IN THE BUILDING THURSDAY, FRIDAY, SATURDAY OR PRIOR TO 5:30 P.M. ON SUNDAY.**
15. Vendors are expected to be courteous of each other when bringing vehicles into the building. Please clean up any mud, leaks, etc. cause by your vehicle and remove it as quickly as possible taking extra efforts not to block or delay another vendor's set up.
16. Vendors should contact management in the event of any controversy.
17. No smoking inside the building.

SET-UP & DISPLAYS

initials

18. Vendors are responsible for maintaining attractive, orderly displays. Tables must be draped to floor and the booth should be defined with a decorative backdrop.
19. Vendors on an outside wall are **REQUIRED** to have a decorative backdrop. (Center aisle spaces in Trade Center I and II do not require a decorative backdrop, as there is no back wall).
20. **Vendors are required to keep their booth and aisle in front of booth swept and clean. Upon departure, the assigned area must be clean and all trash bagged and placed in trash barrels located around the building. Do not leave ties, tacks, nails, wires, etc.**
21. All displays, merchandise, and seating must remain within the designated lines of the rented space.
22. No permanent fixtures and / or display items may be placed in the Trade Centers.
23. Vendors must use a 3-prong extension cord when utilizing electrical outlets. Please turn off or unplug all lights and lamps every night. Please keep all extension cords out of public walkways to avoid accidents.

VEHICLES AND PARKING

initials

24. Vendor passes will be issued each month for the purpose of identifying vendor vehicles. The number of passes issued will be limited and each vehicle must have a pass visible when entering and while parked in the First Monday Park.
25. Trade Center vendors may reserve marked parking spaces outside the Trade Centers for vehicles, merchandise storage, trailers, or (with approval) extended booth space. The spaces may not be used for motor homes, travel trailers, or oversized vehicles. (A grandfather clause is included for the spaces utilized for motor homes and / or travel trailers prior to October 1, 1998). The rent is \$50 per parking space. Other regular outside lots **MAY NOT** be used for vehicle parking.
26. Illegally parked vehicles will be towed and / or ticketed at the owner's expense and may result in the loss of rented space(s).
27. Free parking with a vendor pass is available in the City of Canton's parking lot located at the entrance off FM 859 (West Gate Entrance). Parking is customarily \$5.00 per day in most privately owned lots nearer to the Trade Centers.
28. Gate pass request forms are available upon request when renewing your space. Vendors must complete a request and give it to customers needing to drive in and pick up merchandise.
29. Unauthorized use of Vendor Passes or Gate Passes is strictly prohibited. Any violations will result in the loss of rented space.

Your dedication to providing an attractive, safe, and clean shopping environment will be greatly appreciated. Quality merchandise and attractive, eye-catching displays bring customers back again and again.

Welcome to the City of Canton First Monday Trade Centers!

FIRST MONDAY TRADE DAYS
TRADE CENTERS I, II, III, AND IV
**TRADE CENTER GUIDELINE
ACKNOWLEDGMENT**

I have received, read, fully understand and intend to follow the Trade Center Guidelines. I understand that if I do not follow the guidelines of the Trade Centers, I will jeopardize my space/s. The City of Canton reserves the right to amend or change the guidelines without written prior notice.

Trade Center _____ Space # _____

Date: _____

Name: _____

Signature: _____

Please return via mail or directly to the Log Cabin Office.

First Monday Trade Days
Attn: Trade Center Coordinator
P.O. Box 665
Canton, TX 75103