



# FARMERS — BRANCH — MARKET

December 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> 2019 • 5:00 pm-9:00 pm  
The Grove @ Mustang Crossing - 12700 Denton Drive

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## HOLIDAY MARKET INFORMATION

### General Information:

- *Event Date:* Saturday, December 7<sup>th</sup>, 14<sup>th</sup> and 21<sup>st</sup> from 5:00 pm - 9:00 pm
- *Activities:* Shopping, Live Music, Concessions, Kid's Activities, Ice Skating, Beer & Wine
- *Event Location:* The Grove @ Mustang Crossing, 12700 Denton Drive, Farmers Branch 75234
- *Expected Attendance:* 1,000 plus (December 7<sup>th</sup> Tree Lighting could be as many as 3,000)
- *Day of Contact:* Sandy Carter - 469-733-2369
- *Cost is \$75.00 per market* (All applicants will go through a juror process. Applying does not imply a guarantee into the market.)

### Set Up & Clean Up:

- Vehicles are prohibited from driving or parking within event area except during set up and clean up.
- Vendors may begin arriving at 2:30 pm but no later than 4:00 pm to allow enough time to set up and be ready to greet their customers for the opening of the market at 5:00 pm.
- Enter into the Market off Denton Drive coming North just past Farmers Branch Lane on the 7<sup>th</sup>. The 14<sup>th</sup> and 21<sup>st</sup> Denton Drive will be open.
- Numbers will be marked inside the Park.
- All vehicles (not permitted for parking) must be out of the Park by 4:30 pm and will not be allowed back in the Park until 9:30 pm.
- Once the market has opened, no moving vehicles shall be allowed in the Farmers Market area as a safety precaution.
- Vendors may begin taking down at 9:00 pm and must have all items removed by 10:00 pm. Vendors are not permitted to leave before 9:00 pm even if sold out.
- Merchandise and supplies may not be dropped off prior to the market or left after the market.

### Parking:

- No onsite parking is available with the exception of necessity of operations. As approved by Market Manager.
- Designated loading and unloading zones are available in close proximity to booth spaces before and after market hours. Vehicles should not be bigger than 10' wide.
- All other vehicles need to park in designated areas. December 7<sup>th</sup> (Rose Garden) 14<sup>th</sup> & 21<sup>st</sup> City Hall

### Tents, Tables & Chairs:

- Vendors are responsible for providing their own table, chairs and lights. The City will be providing the tent and it will be set up for all vendors. All items must fit within the booth

### Electricity:

- Electricity will be provided for all vendors. Outlets will be used for led lighting for your tent. Maximum is 5 amps (No Heaters)
- Vendors must provide their own 100 ft (recommended) outdoor rated extension cord.
- Proximity to electricity will be considered when determining booth location.
- Extension cords should not go across walkway and cords must be covered in highly traveled areas.



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### Trash:

- Trash cans on-site are for customers only. Vendors must provide their own trash container inside their booth.
- A dumpster is located on-site for vendors to dispose of trash after the market. Vendors are responsible for cleaning up in and around their booth space.
- Vendors are responsible for taking all trash to the dumpster.

### Operation:

- No unattended merchandise, tents or supplies. Vendor products and supplies must be attended by a Vendor at all times.
- The City of Farmers Branch is not responsible for damage or theft before, during or after market hours.
- Vendors will not be allowed to sell or display items that are deemed by Market staff to be obscene, dangerous or illegal. All booths must be in good taste.
- All sales must be done within your booth space - no roaming vendors will be allowed.
- Vendors may accept any form of payment. **Vendor is responsible for providing change for their booth.**