

# ***CITY OF CANTON***

## **RENTAL APPLICATION FOR TRADE CENTER SPACE CITY OF CANTON'S OFFICIAL FIRST MONDAY TRADE DAYS PARK**

**Please type or print and return to:**

**Email:** tradecenters@cantontex.com

**Phone:** 903-567-6556

**DATE:** \_\_\_\_\_

**NAME(S):** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**DAYTIME PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**DRIVER'S LICENSE NUMBER AND STATE:** \_\_\_\_\_

**TEXAS TAX ID NUMBER:** \_\_\_\_\_

**WHAT MONTH DO YOU WANT TO START?** \_\_\_\_\_

**DESCRIBE MERCHANDISE AND TYPE OF DISPLAY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE PROVIDE PHOTOS OR WEBSITE:** \_\_\_\_\_

Trade Center I & II	14' x 14' spaces	\$150 to \$200
Trade Center III & IV	10' x 20' spaces	\$175 to \$200
Trade Center IV	15' x 20' spaces	\$265
Trade Center II, III & IV Parking	20' Max. Length	\$50

**NUMBER OF VENDOR SPACES REQUESTED:** \_\_\_\_\_ **NUMBER OF PARKING SPACES:** \_\_\_\_\_

**ARE YOU CURRENTLY A FIRST MONDAY VENDOR?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**IF YES, WHAT ARE YOUR LOT NUMBERS?** \_\_\_\_\_

**DID A CURRENT FIRST MONDAY VENDOR REFER YOU?:**

\_\_\_\_\_

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

**IN ADDITION TO FIRST MONDAY POLICIES AND PRODECURES, 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**

1. Space rental in the First Monday Trade Centers for First Monday weekends shall be restricted to 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.
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 space(s) 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.
8. Payments 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.
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. Vendors should contact management in the event of any controversy.

**BUILDING HOURS**

Open to Vendors:	Tuesday	All Day	Booth set-ups only, no merchandise
	Wednesday	7:30 a.m.	Merchandise set-up
	Thursday	All Day	Optional selling day

**Mandatory Hours:** 8:00 a.m. – 5:00 p.m. Friday and Saturday  
9:00 a.m. – 4:00 p.m. Sunday  
**Longer hours are encouraged**

11. No smoking inside the building.
12. Displays must be complete and open to the public during mandatory operating hours.
13. Deliveries and loading/unloading are not permitted during the mandatory operating hours. Do not block streets or entries around the building while loading/unloading.
14. Unloading and removal of extra vehicles from the premises must be completed thirty (30) minutes before the opening hour each morning.
15. Vendors may drive in the building for the sole purpose of setting up on Wednesday beginning at 7:30 a.m. and for tearing down on Sunday after 5:00 p.m. with one (1) vehicle per vendor at any time. **No vehicles are allowed in the buildings Thursday, Friday, Saturday or prior to 5:00 p.m. on Sunday.**
16. Vendors are expected to be courteous of each other when bringing vehicles into the building. Any mud, leaks, etc. caused by a vehicle must be cleaned up and the vehicle should be removed as quickly as possible, taking extra efforts not to block or delay another vendor's set-up.

## **SET-UP & DISPLAYS**

17. Vendors are responsible for maintaining attractive, orderly displays and tables must be draped to the floor.
18. All displays, merchandise, and seating must remain within the designated lines of the rented space.
19. No permanent fixtures and/or display items may be placed in the Trade Centers.
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. 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**

22. 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.
23. Trade Center vendors may reserve marked parking spaces outside the Trade Centers for vehicles, merchandise storage, trailers, or 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.
24. Illegally parked vehicles will be towed and/or ticketed at the owner's expense and may result in the loss of rented space(s).
25. 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 per day in most privately owned lots near the Trade Centers.
26. 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.
27. 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.**

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.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please return pages 1 and 4 via e-mail or directly to the Log Cabin Office.**

**tradecenters@cantontex.com**

First Monday Trade Days

P.O. Box 665

Canton, TX 75103

Phone: 903-567-6556

Fax: 903-567-2923