

## **2025 Vendor Information**



### **Old Blanco County Courthouse Preservation Society (OBCCPS)**

A non-profit organization dedicated to the preservation & restoration of the Old Blanco County Courthouse as a historic site and an integral part of the community.

## **2025 BLANCO MARKET DAY VENDOR POLICIES AND GUIDELINES**

The following policies and guidelines have been established as part of our ongoing effort to make your Market Day experience, and that of our guests, as safe and enjoyable as possible. Please read carefully.

### **GENERAL EVENT INFORMATION**

#### **Market Day Dates and Hours**

Every 3<sup>rd</sup> Saturday  
9:00 a.m. – 4:00 p.m.

#### **Location**

300 Main Street Blanco, Texas, on the grounds of the historic Blanco County Courthouse

#### **Booth**

Size is 12' x 12' For the overall appearance of the Blanco Market Day, vendors must provide a straight leg canopy and table. Stakes are NOT allowed, so please bring weights to safely secure your tent. Annual booths may not be exchanged, transferred, or sold without the prior approval of the OBCCPS Manager.

#### **Electricity**

Electricity is available for all vendors for an additional fee of \$15 plus tax. Electricity may NOT be used for electric heaters, grills, or fryers. You must provide your own electrical cords. We do NOT allow generators due to the noise & exhaust they can produce.

### **VENDOR INFORMATION**

#### **How to apply**

Vendors will complete and email their application to [oldblancocourthouse@gmail.com](mailto:oldblancocourthouse@gmail.com), mail to PO Box 302 Blanco, TX 78606, OR hand deliver to the courthouse. After your form is submitted, we will reply to confirm your approval.

A valid phone number, sales and use tax permit/nonprofit status, and email are required when applying. Email is the primary method of communication used. Each vendor's responsibility is to keep their contact information current. Vendors shall ensure they receive emails from Blanco Market Day and thoroughly read all contents of these messages. (Some emails may go to your junk/spam folder.)

### **How to make payment**

Each booth is **\$60 (plus electricity if you need it)**. You can reserve more than one booth. Once approved as a vendor, you will be contacted, and payment will be made at that time. You have the option to pay for all months attending in advance, or monthly. We accept credit cards, checks, or cash. (Return check fee is \$25.) Booths are available on a first come first serve basis and will not be reserved until payment is received. *Vendors must sign-up for the Market Day no later than 7 days prior to market.*

### **Cancellation Policy**

A vendor may cancel at any time; however, the cancellation must be received by email at least 7 days prior to Market Day to be eligible for a refund. No-shows may be subject to elimination from future Market Day events. This market is held rain or shine, heat or cold, every third Saturday, March-December. Vendors are encouraged to follow the Blanco Market Day on social media (Facebook) to receive timely updates concerning severe weather and its impact on Market Day.

## **MARKET DAY EVENT TIMES**

### **Vendor Check in**

Vendors need to check in with OBCCPS staff on the east side of the courthouse (facing Pecan Street) to get booth assignments each market. If you need to arrive before 7:00 a.m., please call the day before to confirm your booth number. Vendors that do not check in and set up in the wrong location will be redirected to their assigned booth. OBCCPS reserves the right to assign spaces with the focus on the success of the market and best interests of all parties.

### **Vendor Booth Setup**

Vendors may set up their booths on the morning of the event from 7:00 a.m. to 9:00 a.m. Stakes are NOT allowed on the grounds due to buried electrical lines and water system, so please bring weights to safely secure your tent. There will be a \$200 fine for any damage to the sprinkler or electrical systems.

Loading and unloading must be done from the curb. There is no driving or parking permitted on the grounds.

### **Unauthorized Use**

Booths may not be sublet, nor may a vendor authorize another person or entity to use that booth on Market Day without prior approval of OBCCPS.

### **Vendor Parking**

Vendor parking on the square is not allowed. Parking is available in designated areas. Please do not park in front of local businesses. The success of the Market Day and local businesses depends on available customer parking.

### **Vendor Booth Breakdown**

Vendors may start breaking down at 4:00 p.m. after the event ends. It is your responsibility to ensure that your area is left clean and orderly.

### **Trash**

Trash containers are distributed around the courthouse grounds to accommodate the shoppers. Trash containers may not be moved from their location. Vendor boxes, packing materials, and unsold merchandise must be removed from the grounds by the vendor and not be placed in or around the trash containers. It is recommended that vendors bring extra trash bags to ensure compliance.

If you use zip ties at your booth, you must ensure they are all picked up off the ground.

***Vendors found not disposing of trash following these guidelines could be subject to elimination from future Market events.***

### **Product Sales Guidelines**

OBCCPS is solely responsible for determining whether the products sold are appropriate for this Market. The primary objective of the Market is to attract vendors who sell handmade products, plants, food, unique items, arts and crafts. Vendors are required to list on their booth application the specific products to be sold and send/attach 4 photos of items/products.

### **Product Display Guidelines**

Due to the risk of fire, open flames are prohibited on courthouse grounds. This applies to firepits, and any other large flames.

### **Photography**

Vendors agree to allow use of video and photography taken by OBCCPS staff at the event for promotional purposes. Any photos taken by OBCCPS staff are the property of OBCCPS.

### **Restrictions**

\*No use of propane without prior approval from OBCCPS.

\*No parking or selling out of RVs, flat bed trailers, or vans.

\*No items in bad taste or causing excessive litter.

\*No unduly loud music.

(OBCCPS has sole discretion to determine acceptable level of noise and/or items acceptable to sell)

\*No selling of alcohol without OBCCPS permission and proof of compliance with all state regulations.

\*The Old Blanco County Courthouse grounds is a non-smoking area.

- \*Vendors cannot display or sell guns that are in violation of Federal or State laws. Displayed guns must have open breeches or clip/magazine removed, as appropriate. Absolutely no ammunition allowed.
- \*No fireworks or explosive charges may be brought onto courthouse grounds.
- \*No visual or written pornographic materials, or other creations or images which, in the sole opinion of the OBCCPS, is objectionable, may be sold or exhibited.
- \*No live animals are to be sold.
- \*Political activities are not permitted without approval, which must be requested at least 30 days prior to the activity.

### **Safety & Security**

Always exercise appropriate safety measures, and report any hazard, unsafe condition, or security concern to OBCCPS staff working during Market Day. OBCCPS cannot, and will not, assume responsibility for your property on the grounds before, during, or after Market Day. Please keep merchandise, displays, and cords out of the walkways. Please keep all money and personal items secured.

### **Advertising**

Signs advertising your products, booth, or special sales event cannot be posted anywhere in the courthouse, or on the grounds. These signs may only be visible within the boundaries of your booth.

### **Texas Sales Tax Permit**

- \*Vendor acknowledges they will comply with Texas sales tax requirements, including properly reporting sales made in the City of Blanco on their Sales and Use Tax return filed with the State Comptroller's Office. For sales tax reporting, the City of Blanco's Jurisdiction Code is 2016020.
- \*All food vendors must have the proper permits.

**We are thankful for your participation in Blanco Market Day and appreciate your adherence to the Market Day restrictions and policies in addition to all relevant local, state, and federal laws and regulations.**

*OBCCPS is an equal opportunity employer. We shall not discriminate and will not discriminate in employment, recruitment, Board membership, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or for any other discriminatory reason. These activities include, but are not limited to, the appointment to and termination from its Board of Directors, hiring and firing of staff or contractors, selection of volunteers, selection of vendors, and providing of services.*