

2nd Saturday on the Square

Historic Town Square ★ Lancaster, Texas

www.2ndSaturdayOnTheSquare.com

INFORMATION

WHEN: Every 2 nd Saturday of the Month 10 AM – 4 PM	WHERE: Historic Town Square Dallas Ave. and Main St. Lancaster, Texas	FEES: \$20.00 Handcrafted Items \$25.00 Business/Non-Handcrafted \$35.00 Food Vendors
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All booth spaces are outdoors along Lancaster's picturesque Historic Town Square. Most spaces are covered by sidewalk canopies. Average booth size is 10' wide by 6' deep. Monthly entertainment is provided, with a different theme each month. The event is free to the public.

Vendor Guidelines:

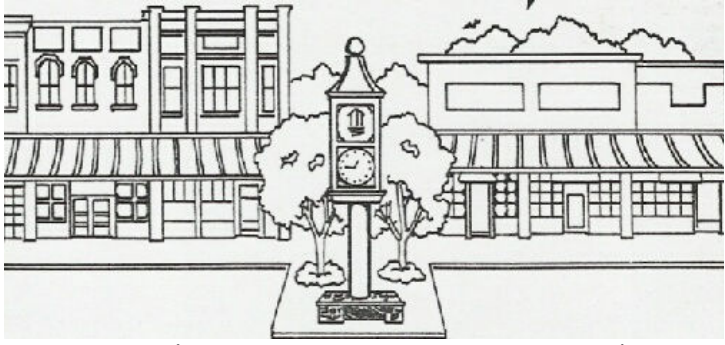
- ❖ Set-up time is from 8:00 AM to 9:45 AM. Vendors must park off the inner Square by 9:45 AM. There are ample parking spaces in lots on the south side of the Square.
- ❖ Vendors furnish own equipment. Please use tablecloths or drapes.
- ❖ Displays must not block business windows. **If you have tall screens or backdrops, note that on the application form.**
- ❖ Vendors are responsible for sales tax.
- ❖ If you bring children, please make sure they respect other vendors and businesses.
- ❖ Vendors must keep and leave their booth spaces clean. Smokers are encouraged to refrain from smoking in their booth space. Smokers must provide their own ash trays.
- ❖ **NO** Garage Sale or Flea Market items are allowed.
- ❖ Vendors must not start packing up before 4:00 PM. Any vendor who leaves early will be denied booth space for two months.
- ❖ **Cancellation policy:** No refunds will be given, but if you notify us at least 72 hours prior to the show, we will credit your booth fee for a future month. Credits will be honored only during one of the three succeeding months; for example, if a vendor cancels for January, he or she may use the credit in February, March, or April only. Any vendor who does not cancel in advance and who does not show up will forfeit the fee for that month and will be denied booth space for two months.
- ❖ **Rainout policy:** Vendors should be prepared for inclement weather. If it is raining, sleeting or snowing on 2nd Saturday and the forecast states it is not expected to clear, you can receive a credit for a booth fee for a future month if you notify us by 9:00 AM that you will not be here. Phone messages are fine.

Keep this Information sheet for your records.

For More Information, Contact Julie Spradlin-Smith

Cell Phone: 214-535-5753

Fax: 972-227-2199



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APPLICATION FOR BOOTH SPACE

**Make checks or money orders payable to Julie Spradlin-Smith.
Mail completed application with fee to:
Julie Spradlin-Smith ★ 537 E. Reindeer Road ★ Lancaster, TX 75146**

MONTH(S): _____

AMOUNT ENCLOSED: \$ _____ (Fees shown on Information sheet.)

Name: _____

Phone: Day _____ Evenings _____

Address: _____

City: _____ State: _____ ZIP: _____

Description of Items Sold _____

Will you bring a canopy or tent? _____ Size: _____ ft X _____ ft

Do you have any tall backdrops, screens, shelves, etc.? _____

APPLICATION MUST BE RECEIVED 1 WEEK PRIOR TO SHOW IN ORDER TO GUARANTEE BOOTH SPACE.

The undersigned acknowledges receipt of the Information sheet and agrees to abide by all of the rules set forth therein and in this application, and to indemnify and hold harmless the Town Square Business Association, the City of Lancaster, and Julie Spradlin-Smith from any damages to property exhibited, or injury or death to any person furnished by exhibitor. Furthermore, the exhibitor bears all responsibility for providing his or her insurance for such losses.

Signature: _____ Date: _____

(Revised 11-08)

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