



# VENDOR APPLICATION

McAllen Public Library is now taking applications for family friendly retail, commercial, and non-profit vendors for the 2024 World Languages Festival Market.

**Event Location:** Main Library | 4001 N. 23rd Street, McAllen, TX 78504  
**Event Date:** Saturday, March 23, 2024  
**Event Hours:** 12:00-3:00PM    **Set-Up Time:** 10:00AM    **Breakdown Time:** 3:00PM

**Non-Refundable Entry Fee:** \$40.00  
**Application Deadline:** Tuesday, March 5, 2024  
**Payment will be taken after application is approved.**

Company/Organization Name: \_\_\_\_\_

**Contact Person** | First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Social media link: \_\_\_\_\_

**Type of Vendor:**     Retail     Non-Profit     Commercial

Food Vendors must fill out *Food Vendor Application*.

Identify the items vendor will be selling below:

**Vendors must provide their own set up to include table, chairs and canopies.  
Must set up 1 hour before start of event and breakdown their own space.**

# Vendor Market Rules:

email: [referencelibrarian@mcallen.net](mailto:referencelibrarian@mcallen.net)  
4001 N 23rd Street, McAllen, Texas 78504

- NO firearms, knives, ammunition, tasers, laser pointers, lighters tools, flammable or any hazardous materials are allowed.
- One booth may NOT be shared by two different businesses or vendors. Only the 10X10 space is provided- vendor must provide their own table and chairs.
- Must display and sell merchandise in an organized and professional manner. No vendor may sell food or beverage products, unless you're an official food vendor.
- Distribute product samples and information within your allotted space only.
- NO electricity is provided.
- Smoking or Alcohol consumption is prohibited by vendors &/ or their representatives.
- Non-complying vendors will be asked to remove unapproved products or may be asked to leave the premises and may be permanently banned as vendors at future MPL events.
- Submitting application does not guarantee you a spot in the event.
- Follow labeling requirements from the State of Texas, which must label all products with the following information: 1. Contact information: address, phone # and/or email address 2. Contents: Name of item should include common and usual name 3. List of ingredients according to weight. 4. Eight common allergens. Cottage law vendors must indicate on product labels this statement: This product is not inspected by any state of Texas or local health department. Find detailed information here: <https://www.dshs.texas.gov/foods/labeling.aspx>
- Laws, regulations, and rules put forth by the federal, state, city, or county government must be followed by all vendors.
- Vendors may bring pets to the market if their permit allows. Service animals are welcome in any case.
- Discrimination in any form is prohibited. Discrimination is the treatment or consideration of, or making a distinction in favor or against, a person based on the group, class, or category to which that person belongs, including but not limited to race, color, national origin, age, disability, economic class, sex, gender expression or sexual orientation
- Other standards and conduct: Vendors should be knowledgeable about products, how they are used, grown or produced and be able to communicate these things clearly to the customers. Products should be displayed in a sanitary, presentable and attractive manner. Vendors are expected to be courteous, professional and presentable at all times. Inappropriate language or behavior, clothing, harassment or abuse toward anyone at any market will not be tolerated and may be reason for expulsion.

## Before the event:

- Vendors must set up no later than 1 hour before time of event and no more than 2 hours before the event.
- Only generators at or below a decibel level of 60 are permitted at the market to minimize noise pollution.
- Payment will be taken after the application has been approved for event.
- Approved vendor must obtain a vendor permit from City of McAllen 2 weeks prior to the event.
- **Approved vendor must send copy of proper permits, certifications, licenses, etc. by Saturday, March 16, 2024 by 6pm either by email at [referencelibrarian@mcallen.net](mailto:referencelibrarian@mcallen.net) or drop-off to Main Library located at 4001 N 23rd Street, McAllen, Texas 78504.**
- Deadline to submit application is Tuesday, March 5, 2024 by 7pm.

## During the event:

- Vendors must completely clean their booth space at the end of market.
- Vendors should prepare for all types of weather including cover for rain or sun and weights for winds. No refunds or discount in fees will be given in the event of inclement weather or lack of business due to the weather.
- Vendors must contribute to accessibility at the market by clearing a fire lane and maintain an ADA pathway.
- No disruptive or aggressive marketing is permitted at market.
- Vendors must be set up & ready to sell no later than 15 minutes before market open. No driving within market boundaries is permitted 30 minutes before market open and until 15 minutes after the close of market.