

# DRY CREEK LANDING

Dry Creek Landing is a 10,000 square-foot lock and leave building. It is not a climate controlled building, but is well insulated, ventilated and will have circulating fans.

In Addition to First Monday policies and procedures vendor information brochure, Dry Creek Landing vendors must comply with the following guidelines.

## LEASE OF SPACE

1. Vendor space in Dry Creek Landing is by annual lease only.
2. Vendor space assignments are management decisions. Vendor space requests will be taken into consideration, but we do not guarantee requests.
3. Space rental pricing may be reviewed annually.
4. Merchandise will be restricted to that which has been approved on individual applications. Management approval is required for any significant changes or additions to the type of merchandise originally accepted.
5. Each vendor is required by Texas Law to have a Texas Sales Tax Permit. Contact **1-800-252-5555** for information.
6. 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 cannot be tolerated and will be considered a breach of the lease.
7. Interior walls, fixtures and extra electrical outlets will be at the cost of the vendor to standards pre-approved by management. Common wall costs are to be shared by vendors. Permanent improvements and fixtures stay with the building.
8. No refunds or transfers of payments will be allowed.
9. Vendor spaces may not be sub-leased.
10. First Monday lot receipts are issued for the sole purpose of admitting said vendor into the park, they are not a shopping pass or a parking pass. All vendors must present current receipt when renewing spaces.
11. Payment for space renewals must be received no later than the Friday following First Monday weekend. Spaces not renewed by that date will result in a breach of your lease and loss of space.
12. Vendors should contact management in the event of any controversy.
13. Management reserves the right to reject applications, monitor merchandise and displays, and to decline renewal to any vendor not meeting the standards required.
14. The following hours are to be followed:

### **Open to Vendors:**

8:00 a.m. Wednesday (set up only)  
All day Thursday – Vendors are encouraged to open on Thursday, but it is not required

### **Mandatory Selling 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**

## SALES, PRODUCTS, SET-UP & DISPLAYS

15. Vendors are responsible for maintaining attractive, orderly displays.
16. 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. Walkways must be kept clear of vendor's merchandise. Vendors' displayed merchandise may not extend more than 24" from the building, either on the porches or the interior hallway.
17. 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.
18. No HAWKING allowed.
19. No Mark Down signs allowed outside of your space.
20. Vendor's space must be stocked for selling during the show, unless otherwise approved. Exhibitor may take custom orders in addition to selling from at-show inventory, but not in lieu thereof. Vendor spaces must be attended at all times during the show.
21. Displays must be complete and open to the public during the above listed mandatory operating hours.
22. Deliveries and loading / unloading are not permitted during the mandatory operating hours.
23. Unloading and removal of extra vehicles from the premises must be completed 30 minutes before the opening hour each morning.

## VEHICLES AND PARKING

24. Paid parking spaces may be available to rent in the vicinity of Dry Creek Landing. Free parking with a vendor pass is available behind the Log Cabin office. Pick up passes for shoppers to pick up their merchandise are available at the Log Cabin office, please fill them out so that your customers can ensure admittance on the grounds to pick up their merchandise.
25. Vendor passes will be issued each month for the purpose of identifying vendor vehicles. Vendor passes are not parking passes. 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.
26. No vehicles may be parked in front of any doors except for loading or unloading on designated set-up days. Please do not park in front of building during mandatory selling hours, you will be ticketed and/or towed.
27. Illegally parked vehicles will be towed and / or ticketed at the owner's expense.
28. Unauthorized use of Vendor Passes or Gate Passes is strictly prohibited.
29. Vehicle and parking violations may result in fines, and continued violations may result in loss of space.

## DRY CREEK LANDING ACKNOWLEDGMENT

I have received, read, fully understand and intend to follow the Dry Creek Landing Guidelines. I understand that if I do not follow the guidelines of the building, I will jeopardize my space. The City of Canton reserves the right to amend or change the guidelines without written prior notice.

DRY CREEK LANDING SPACE # \_\_\_\_\_

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

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Please return via mail or directly to the Log Cabin Office.

First Monday Trade Days  
Attn: Facilities Coordinator  
P.O. Box 665  
Canton, Texas 75103

Welcome to the City of Canton Lock and Leave Building-  
Dry Creek Landing! 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.