

DISCOVERY GREEN CONSERVANCY FLEA BY NIGHT VENDOR GUIDELINES



We are thrilled you are considering joining our market. We are passionate about curating a vibrant, successful, and safe event for our vendors and guests. This guide is designed to walk you through what to expect as a vendor, from setup to sales, and to help you decide if the market is the right fit for you. To ensure a smooth experience for everyone, all participating vendors must agree to the following guidelines.

Section 1: Booth Space & Setup

Your success is important to us, and a great booth is the first step. Here's what you need to know about your space.

- **Your Space:** You will have a 10'x10' operational space. Any setup that extends beyond these dimensions will require payment for additional booth space.
- **Booth Location:** We will assign your booth location. You will receive a site map with your specific location and detailed load-in/out instructions 2-5 business days before the event. Please note that booth assignments are final and non-transferable.
- **Equipment:** Vendors are responsible for providing their own equipment. This includes your tent, tables, chairs, displays, lighting, and any extension cords.
- **Load-In:** On-site load-in begins three hours before the event's official start time.
- **Tear Down:** All vendors must vacate the park within two hours after the event concludes.

Section 2: Tents & Safety

Safety is our top priority. Please adhere to these critical rules for tents and park access.

- **Tent Requirement:** All vendors must use a 10'x10' pop-up tent. Tents can be any color.
- **Tent Safety:** We take tent safety very seriously. Each tent leg must be secured with sufficient weight (a minimum of 25 lbs per leg) immediately after setup to prevent movement from wind.
- **Restrictions:** For the protection of our park, staking tents into the ground or tying them to trees or park structures is strictly prohibited.
- **Vehicle Access:** Driving within the park requires prior management approval and may be subject to additional fees. This is to ensure the safety of all park patrons.
- **Parking:** Parking is available at Avenida Central Garage (1001 Avenida de la Americas). Each booth will receive parking validation for one vehicle.

Section 3: Sales & Operations

Here's how to ensure a smooth and profitable day of sales.

- **Operating Hours:** Your booth must be open and staffed for the entire duration of the event. Early departures are not permitted.
- **Stay in Your Space:** To be fair to all vendors, roaming sales or promotions are not permitted. All business must be conducted within your assigned 10'x10' space.
- **Signage:** Please display your business name clearly on your booth's signage. We encourage you to be creative and artistic with your booth to attract customers and drive sales!
- **Pricing:** You determine the prices for your products. We require that you post your prices clearly for customers to see.
- **Approved Products:** You may only sell items that have been pre-approved. If you wish to change your product list for a future market, please notify us for approval.
- **Sales Tax:** Vendors are responsible for collecting, reporting, and paying all applicable city, state, and federal sales taxes.
- **Electricity:** Limited access to electricity (110 AC) is available.

Section 4: Fees

- **One-Time Processing Fee:** \$100 – one-time fee once approved.
- **Booth Fee:** \$150 – per 10 x 10 space, per Flea by Night.

- **Food Truck:** \$200 – per Food Truck, per Flea by Night.

Section 5: Park Care & Cleanup

Help us keep the park beautiful for everyone to enjoy.

- **Your Responsibility:** Vendors are required to keep their booth area and surrounding space clean and free of debris throughout the event.
- **Trash Disposal:** Please place all refuse in the trash or recycling receptacles provided by the park.
- **Pack It Out:** At the end of the event, you must take all your materials with you, including any empty boxes, broken equipment, or unsold merchandise. A fee may be assessed for any items left behind.
- **Property Damage:** Please do not damage park property in any way (e.g., using nails, paint, or staples). Vendors agree to pay for any damages they cause.

Section 6: Code of Conduct & Weather

- **Professionalism:** We expect all vendors to behave in a professional and respectful manner at all times.
- **Prohibited Activities:** Aggressive promotion, loud music, and smoking are not permitted. Any vendor suspected of using alcohol or illegal drugs will be dismissed immediately without a refund.
- **Inclement Weather:** This is an outdoor event, and vendors assume all risks, including weather. In the case of extreme weather, management has the authority to cancel the event. In the event of a cancellation, a booth credit will be issued for the following Flea by Night; no cash refunds will be given.

Section 7: Special Requirements for Food Vendors

Food vendors must adhere to all the rules above, plus the following specific health and safety regulations.

- **Compliance:** All food vendors must comply with city and county health regulations and have all required licenses and permits. You must keep copies of these documents in your booth at all times for inspection. For more information, please check directly with the City of Houston Health & Human Services Department.
- **Menu & Labeling:** Approved menu must be clearly displayed with pricing.
- **Food Safety:** Vendors must provide adequate facilities to keep hot and cold foods at their prescribed temperatures.
- **Cleanup:** Food vendors are responsible for removing all of their own trash, including leftover food, ice, and grease. Do not pour liquids or dispose of solid food waste (oil, grease, food scraps, etc.) anywhere in the park. Trash must be double-bagged and removed from the premises by the vendor. The park does not have dumpsters for food waste disposal. If a Food Vendor is found to empty their trash at the park, a fee will be assessed.
- **Propane & Grills:** Use of propane and BBQ pits is subject to strict Houston Fire Department regulations for downtown, which may require an HFD standby presence. Please contact HFD directly for detailed requirements. No liquid starters are permitted for charcoal pits.

Section 8: Insurance & Indemnity

- **Liability:** The vendor assumes all risk and liability associated with participating in the event.
- **Indemnification:** The vendor is not covered by our insurance policy and agrees to indemnify, defend, and hold harmless Discovery Green Conservancy, Houston Downtown Park Corporation, Houston First Corporation, and the City of Houston from all claims for injury, death, or damage. This applies even if the loss is caused by joint or concurrent negligence.
- **Insurance for Food Vendors:** Food vendors must provide a certificate of insurance with general liability coverage of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. The certificate must name "Discovery Green Conservancy, Houston Downtown Park Corporation, Houston First Corporation, and City of Houston, its officers, employees, agents, and trustees are herein named as additional insured" using this exact wording.

Section 9: Violation of Market Rules

Violation	1st Offense	2nd Offense	3rd Offense
Violations not listed below	Written Warning	\$25 fine	Uninvited
Selling products that are not pre-approved by management	Written Warning	\$25 fine	Uninvited
Required permits and/or certifications not displayed	Written Warning	\$50 fine	Uninvited
No show without calling to cancel	Written Warning	\$50 fine	Uninvited
Non-compliance with the local health department regulations	Written Warning	\$100 fine	Uninvited