

BRYAN COUNTY TRADE DAYS

Days	
Pop-Up / Spec	
	BCTD USE ONLY

Vendor Agreement & Event Contract

Event: Bryan County Trade Days Event

Location: 314 W. Main Street, Durant, OK 74701 (or event location as announced)

Event Date: _____

Event Hours: Friday 5:00 PM – 9:00 PM

Saturday 11:00 AM – 9:00 PM

Organizer: Bryan County Trade Days

Contact: Crystal Hull

Phone: 580-600-0208

Email: bctd@samhull.net

1. Vendor Information

Business Name:

Contact Person:
Address:
City: State: Zip:
Phone: Email:
Description of Merchandise/Services:
Social Media/Website (Optional):

2. Booth Selection, Fees & Payment **(Special Events)**

Indoor Booths (8' x 8')

Select	Booth Type	One Day
☐	Single Booth (8' x 8')	\$50
☐	Double Booth (8' x 16')	\$80

Outdoor Booths

Select	Booth Type	One Day
☐	Single Booth (10' x 10')	\$40
☐	Double Booth (10' x 20')	\$60
☐	Food Truck	\$50
☐	Inflatable (Per Inflatable)	\$30
☐	Animals*	\$50

Additional Services

Select	Service	One Day
☐	Electricity	\$15
☐	Animal Clean-Up Deposit (Refundable)*	\$20

*Animal vendors must pay a \$20 refundable clean-up deposit.

. Booth Selection, Fees & Payment **(Multiple Day Events)**

Indoor Booths (8' x 8')

Select	Booth Type	One Day	Both Days
☐	Single Booth (8' x 8')	\$40	\$70
☐	Double Booth (8' x 16')	\$70	\$120

Outdoor Booths

Select	Booth Type	One Day	Both Days
☐	Single Booth (10' x 10')	\$30	\$50
☐	Double Booth (10' x 20')	\$50	\$70
☐	Food Truck	\$40	\$70
☐	Inflatable (Per Inflatable)	\$30	\$60
☐	Animals*	\$50	\$80

Additional Services

Select	Service	Each Day
☐	Electricity	\$15
☐	Animal Clean-Up Deposit (Refundable)*	\$20

*Animal vendors must pay a \$20 refundable clean-up deposit.

Booth Reservation Summary

Number of Indoor Booths:
Number of Outdoor Booths:
Number of Inflatables:
Electricity Needed: ☐ Yes ☐ No
Total Booth Fees: \$
Deposits Paid: \$
Balance Due: \$

All vendors must check in at the **Vendor Check-In Booth** before setting up.

At check-in, vendors will receive booth assignments, event information, and any additional instructions.

Payment

A **50% deposit** is required to reserve booth space unless prior arrangements have been approved by **Crystal Hull**.

Invoices are emailed after registration and may be paid through Square, including Cash App through Square.

The remaining balance is due at Vendor Check-In unless prior arrangements have been approved by **Crystal Hull**. Debit/credit cards and cash are accepted.

- Vendors who have not paid in full and have not made prior arrangements may forfeit their booth reservation.

Cancellation & Refund Policy

- Cancellations must be communicated directly to Bryan County Trade Days as soon as possible.

- Refunds will **not** be issued for cancellations made **within seven (7) days** of the event.

No-shows will not receive a refund of deposits or payments made.

Booth fees and deposits are otherwise nonrefundable unless the event is canceled by Bryan County Trade Days.

Refunds or credits outside this policy may be considered only for extraordinary circumstances at management's discretion.

Booth reservations are not guaranteed until payment arrangements have been approved by Bryan County Trade Days.

3. Setup, Unloading & Tear-Down

Sunset Market (Friday)

Vendor Setup Begins: 12:00 PM

All Booths Must Be Ready By: 4:45 PM

Event Ends: 9:00 PM

Tear-down begins at 9:00 PM for outdoor vendors. Vendors may stay later if customers are present but are not required to stay past posted event hours.

Saturday Market

Vendor Setup Begins: 8:00 AM

All Booths Must Be Ready By: 11:00 AM

Tear-down begins at 9:00 PM unless customers are still present. Vendors may stay later but are not required to stay past posted event hours.

Unloading Procedures

To keep setup efficient, vendors must follow these unloading procedures:

Unload **only** in front of **314 W. Main Street, Durant, OK 74701**, or in the **alley directly behind the building**.

These areas are **for active loading and unloading only**, not vendor parking.

Vendor Parking

After unloading, vehicles must be moved immediately from the spaces in front of and behind the building. These spaces must remain open for other vendors to unload safely.

Please note the following:

Do not park along the side of Mackey's Furniture.

After unloading, vendors are encouraged to park in the **public parking lot at Main Street and 4th Street**, across from the side of Mackey's Furniture.

Additional public parking may be available in nearby downtown parking areas where permitted.

Failure to follow unloading and parking procedures may result in delays, booth relocation, or denial of future participation.

Vendor Tear-Down

Vendors must remain open during all advertised hours.

Early departure without approval may affect future participation or indoor booth eligibility.

Tear-down may begin **only after official event closure** or when authorized by management.

Do not pack merchandise, remove displays, or load vehicles before closing unless management approves an emergency or other circumstance.

Vendors must remove all merchandise, displays, trash, and personal property before departing.

Early Departure Policy

Vendors are expected to remain open throughout advertised hours. Early departure creates empty spaces and affects the customer and vendor experience.

If anyone associated with your booth begins packing up or leaves early without approval, Bryan County Trade Days may:

- Deny approval for participation in future Bryan County Trade Days events;
- Require you to exhibit in an outdoor booth space rather than an indoor booth at future events;

- Restrict booth location or placement at future events; or
- Take any other action deemed appropriate by event management.

All early departure decisions are made at management's discretion.

If you have sold out, we will place a small table with your logo and a sign that says, "Thank you but we have sold out for the day!"

4. Vendor Rules, Professional Conduct & Event Standards

Bryan County Trade Days is a family-friendly event. Vendors must help maintain a safe, welcoming, and professional environment for customers, vendors, volunteers, and staff.

General Vendor Responsibilities

- Treat customers, vendors, volunteers, and staff respectfully.
- Keep booths clean and within assigned space.
- Supervise children and helpers.
- No illegal, counterfeit, hazardous, or offensive merchandise.
- Packing up early without approval may result in denial of future events or assignment to outdoor booths.

Bryan County Trade Days strives to maintain a supportive vendor community and positive shopping experience.

The following conduct is prohibited by vendors and anyone associated with their booth:

- Speaking negatively about Bryan County Trade Days, its owners, staff, volunteers, customers, or other vendors.
- Complaining about booth placement, booth fees, attendance, sales, event operations, or management in front of customers or other vendors.
- Gossiping, spreading rumors, creating drama, or attempting to damage another vendor's reputation or business.

- Harassing, intimidating, threatening, bullying, or verbally abusing customers, vendors, volunteers, or staff.
- Using profanity, yelling, arguing, or engaging in disruptive behavior.
- Aggressive sales tactics or interfering with another vendor's business.
- Creating an environment that management determines is hostile, disruptive, or unprofessional.

If prohibited conduct occurs, management may require immediate correction.

Continued or severe conduct may result in removal from the event without warning or refund.

Management has final discretion over vendor conduct, removal, and related decisions.

5. Animal Vendors

Animal vendors, including exotic animal vendors, are responsible for all required permits, inspections, and USDA licenses. Required permits must be kept in the booth at all times.

6. Sales Tax & Licensing, Including Food Vendors

Vendors are responsible for applicable sales taxes and legal compliance. Food vendors must obtain required permits and inspections. **All required state and USDA licenses must be kept in the booth at all times.**

7. Liability & Insurance

Participation is at the vendor's own risk. Bryan County Trade Days is not responsible for theft, damage, loss, injuries, or weather-related losses. Vendors are encouraged to carry liability insurance.

8. Weather Policy

The event is held rain or shine unless conditions are deemed unsafe. Vendor weather cancellations are not eligible for refunds.

9. Photography & Marketing

Bryan County Trade Days may photograph or record booths and participants for promotional use.

10. Vendor Conduct & Removal

Management may remove vendors without refund for rule violations, unsafe behavior, prohibited merchandise, harassment, or failure to follow staff instructions.

11. Hold Harmless Agreement

The vendor agrees to release and hold harmless Bryan County Trade Days, its owners, volunteers, sponsors, and property owners from claims arising from participation.

12. Vendor Agreement

By signing below, I certify that I have read and agree to this Vendor Agreement and understand participation does not guarantee sales.

Vendor Signature:
Business Name
Date:
Printed Name:
Bryan County Trade Days Representative:
Date: