

972-562-5466  
972-542-7174  
www.thirdmondaytradedays.com



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McKinney, TX 75071  
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## Receipt Packet

All vendors should read the Receipt Packet and share it with helpers, partners and family members who will be attending the market. For additional copies, go to [thirdmondaytradedays.com](http://thirdmondaytradedays.com), click *Information for Vendors* (under the picture), then click *Receipt Packet Information* (under the picture on that page). **It is the responsibility of the person who rents a space to ensure that all helpers, assistants, and family members are familiar with and follow all vendor policies (listed below).**

This market rests on roughly 35 acres of property. The vending area takes up approximately 12 acres and the remainder is set aside for shopper parking. Vendors, their families, and employees may not park in the Shopper Parking Lots, but may pay to park in the Vendor Parking area east of the cemetery. (See *Parking at the Market* below.)

All vendor spaces belong to the owners of Third Monday Trade Days, and each vendor rents his space at the pleasure of the ownership. All vendors are expected to follow vendor policies listed below, as well as pertinent federal, state, and local laws and ordinances, and exhibit appropriate vendor behavior.

### *Entering and exiting the market (Refer to **Illustration 2 on Page 4**)*

- On Friday, Saturday, and Sunday of the market, vendors must enter the Vendor Gate (far western entrance) before 9 a.m. with a yellow receipt on the dash.
- The Vendor Gate is locked from 9 am to 4 pm on Friday and from 9 am to 5pm on Saturday and Sunday. No vehicles may enter or exit during these hours.
- Vendors with a single space may bring only one vehicle into the market.
- Only vendors with two or more spaces may bring a trailer and it must fit on the spaces.
- Vendors may not unload from the vendor roads or the Parking Lots.
- RVs may not enter or be parked inside the vending area.
- Non-enclosed vendors may begin setting up on the Wednesday of the market week.

### *Parking at the Market*

- Vendors with a single shed space must park a vehicle on the space and **access the parking area through the covered part of their space. (See Illust. 1, pg. 4)** As a result, when a vendor leaves for the day, he/she must move tables, merchandise, etc. in order to back the vehicle through the display part of the space.
- All vendors except those with corner spaces must access parking through the covered part.
- "Assigned Parking" spaces are reserved for Enclosed & Mall vendors only. **(See Illust 2, pg. 4).**
- Vendors with two or more spaces must park either a vehicle or a trailer (or both) on their spaces.
- Extra vehicles belonging to vendors, helpers, and family may not park in the Shopper Parking Lots. These vehicles must be taken through the far east entrance (by the Windmill), and the driver must pay \$5 to park between 7 am and 3 pm Saturday and Sunday, (no charge on Friday), and park only in the designated Vendor Parking area east of the cemetery. **(See Illust. 2, pg. 4)**

- Vendors may not park on other vendors' spaces.

### *Promoting your presence at Third Monday*

To be successful, vendors must have the right products at the right price and be able to promote their products through social media prior to the market and through personal contact during the market. Shoppers crave personal customer service which is rare at most retail stores. Our vendors have found that they are more successful when they cultivate a relationship with their shoppers.

- Vendors are encouraged to use social media to inform contacts of the dates they will sell at Third Monday Trade Days. The vendor post should include the type of items sold, the vendor's space number and a link to [www.thirdmondaytradedays.com](http://www.thirdmondaytradedays.com) where shoppers can find a market map to help locate the specific space posted by a vendor.
- TMTD has a post on its Facebook page that permits shoppers to explore some of the unique products sold at each month's market. Vendors should go to Third Monday Trade Days Facebook page (the week of the market), look for the "Featured Items" post, and *comment* with their location and items sold. They may also include a link to their web site and Facebook page. It's also helpful to *share* the Featured Items post on your own Facebook page.
- Our social media expert and photographer takes pictures of products and booths to be featured on our Instagram account. If a vendor wants the market to post a picture of the vendor's unique items on the market Instagram, contact us at [contact@thirdmondaytradedays.com](mailto:contact@thirdmondaytradedays.com), and our photographer will come by to take pictures.

### *Facilities*

- The office phone numbers are 972-562-5466 and 972-542-7171.
- To rent tables, call 903-312-0499 and leave your name, space #, and # of tables (\$6 each)
- For tarps, canopies or ice, call 580-371-6456.
- Electricity for lights, fans, computers, and similar electronics is accessible to most spaces. You may use only one extension cord or power strip.
- Electric heaters and A/Cs may not be used!
- Each day, vendors should remove all trash from the space.
- Vendors may want to bring a chair, and vendors who accept cash payments may need change.
- Only metal side grids and tarps may be left after each market, and tarps must be rolled tightly and secured to the roof.
- Delivery wagons are available at the office for customers to use to carry purchases to their car.
- There are two ATMs available for vendors and shoppers to use.

### *Retaining a Space*

- To retain a space for the following month, vendors must pay for their current space at the market office with check or money order by 6 p.m. Sunday. Include space # and legible last name on the check or money order.
- To change spaces for the following market, a vendor must pay for the current space and turn in a "Changing Spaces" form by 6 p.m. Sunday. If the market can accommodate the request, the vendor will be contacted on the Monday after the current market.

- If a vendor is unable to attend Saturday and/or Sunday of a market, the vendor must notify the office by 9 a.m. Wednesday of the market week or ASAP if an emergency occurs after that.
- There are no refunds and no carry over of rent.
- Management can only re-rent to vendors who have adhered to all vendor policies, pertinent federal, state and local ordinances, and who have exhibited appropriate vendor behavior.

### *Leaving*

- Vendors must leave their spaces in the condition they find them. They should remove any cut plastic ties, trash, boxes, etc. and take those items with them when they leave the market.
- VENDORS MAY NOT PLACE TRASH OR BOXES IN BARRELS OR DUMPSTER. These are for shopper and food vendor trash only.
- If a vendor uses electricity, he/she should replace the cover over the outlet.
- All vendor merchandise, fixtures, vehicles, trailers, and trash must be removed from the grounds by 1 p.m. on the Monday after the market.

### *Miscellaneous*

- Vendors with questions may call 972-562-5466 from 9 am to 4 pm on the Tuesday of the market week.
- For directions to the Third Monday market, use 4550 W University, McKinney TX 75071.
- The market does not allow the sale of guns, ammunition, alcohol, tobacco, stink bombs, psychic services, raffles, live music, or auctions.
- The only animals that may be sold or exhibited are breeders' puppies (between 8 and 20 weeks of age), rabbits, small birds and cats.
- Vendors must warrant the items they sell, and no counterfeit items may be sold.
- Only Food Vendors may sell food or drink.
- Only Food Vendors may put trash in trash cans or the dumpster.
- All vending must occur from a vendor's rented space.
- A vendor's behavior within a rented space may not interfere with his neighbor's ability to market his products.
- Vendors may not sublease their space or rent in more than one location. Vendors may not allow another vendor or another vendor's merchandise to be on his/her space. All sales from each space must be reported to the State under the sales tax number of the vendor who rented the space.
- Vendor dogs must be restrained on their space, away from all shoppers, and may not be led in the market. Shoppers may not lead dogs in the market.
- Only trees/shrubs that are adaptable to the alkaline soil conditions of North Texas may be sold.
- The RV Park is available during the market week to vendors only. If available, an RV space may be reserved by a vendor when renting a market space. RV rates are \$20 per day for RVs of 30' in length or less and \$30 for RVs over 30' in length. Only 30 amp receptacles are available.
- A vendor is responsible for the cost of repair for any damage he/she does to market facilities and/or any other vendor's merchandise, vehicles, or trailers.
- There are no refunds on reserved spaces.
- Mall vendors must be open Friday, Saturday, and Sunday.
- Any vendor who provides food samples must contact the McKinney Health Department and obtain a Health Permit—972-547-7448.
- Vendors who leave merchandise on their space unattended do so at their own risk.

- The market and its owners are not liable for any injury or any losses to property throughout the market caused by theft, fire, calamitous weather, accidents or fraudulent behavior.

### Selling animals

- Dog breeders may only sell puppies bred in a licensed kennel.
- Only breeders who have a Texas Breeders License may re-rent a space. All breeders must provide a contract of sale with that vendor's contact information, and provide ample time, after a puppy's purchase, to allow the puppy to be checked by a vet.
- Dog breeders must let the office know by Wednesday noon of the market week which breeds they plan to bring, the number of puppies (max. 15) they will bring, and the days they plan to sell.
- Animals must be displayed off the ground, and all waste must be removed from the space.
- Any puppy vendor that misrepresents a puppy or sells a sick dog and does not satisfy the purchaser is permanently barred from renting a space at Trade Days.

Illustration 1 How to Park on Your Space

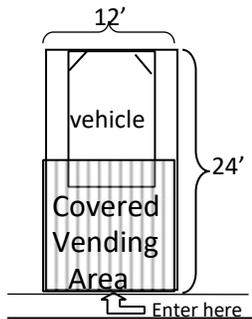


Illustration 2 Market grounds

