



# GigaParts Vendor Guidelines & Application Process

*For all GigaParts Markets & Outdoor Events*

## Quick Checklist – How to Become a Vendor

1. **Read These Guidelines.** It is your responsibility to review and understand all requirements.
2. **Submit Your Vendor Application.** Fill out the online form provided for each market date.
3. **Wait for Approval.** You are **not approved** until contacted by the Market Coordinator via email.
4. **Pay the Vendor Fee.** Once approved, you will be sent a payment link. **Your spot is not reserved until payment is received.**
5. **Show Up & Sell!**

## Event Details

- **Vendor Fee:** \$25 per 10x10 space
- **Location:** GigaParts, 6123 University Drive, Huntsville, AL

## 2025 Event Dates

September 6<sup>th</sup> 10am – 4pm (setup 9am)

October 18<sup>th</sup> 4pm – 10pm (setup 3pm) Trunk or Treat Event

November 15<sup>th</sup> 10am – 4pm (setup 9am) Holiday Market

## Guidelines for Vendors

### Vendor Space & Setup

- Spaces are **10x10 feet**. Vendors must provide their own tables, tents, chairs, and displays.
- **Tents must be properly weighed/secured** to ensure the safety of customers and fellow vendors.
- Vendors must clean up their area at the end of the event, including removing trash and debris.
- Subletting vendor spaces is not allowed.

### Vendor Approval

- This market is **intended for makers, crafters, and creators** to showcase and sell their handmade or self-produced goods.
- **Businesses setting up solely to promote services or unrelated commercial offerings are not within market guidelines** and will not be approved.
- Approval is based on product variety, quality, and alignment with our **family-friendly environment**.
- GigaParts reserves the right to decline applications for duplicate products or inappropriate items.
- You are **not approved** until contacted by the Market Coordinator.

### Weather & Cancellations

- **Refunds will not be issued for weather-related cancellations.**
- If weather forces a cancellation, **alternate market dates will be provided.**
- Vendors must provide **at least 24 hours' notice** to cancel and receive a refund for non-weather-related reasons.

### Permits, Insurance & Food Vendor Requirements

- Vendors are responsible for maintaining all **required business licenses, permits, and certifications** for their products.
- **Food vendors** must provide an itemized list of products they intend to sell and may be required to provide **proof of product liability insurance** and comply with all **local health department regulations**.

- GigaParts reserves the right to **approve or deny** any food/beverage items sold at the market.
- **No sale of bottled water, soft drinks, alcohol, or unapproved beverages** is permitted.
- All vendors are responsible for collecting and reporting their own **sales tax** in accordance with Alabama state and local regulations.

### **Prohibited Items**

- Weapons, alcohol, tobacco, drugs, live animals, stolen goods, and any items deemed unsafe or inappropriate.
- No political or religious tabling or solicitation.

### **Code of Conduct**

- Vendors are expected to maintain a **professional, courteous attitude** toward customers, staff, and other vendors.
- Harassment, discrimination, or disruptive behavior will result in removal from the event without refund.

### **Liability**

- GigaParts is **not responsible for lost, stolen, or damaged property**.
- Vendors participate at their own risk and agree to hold GigaParts harmless from any liability related to their participation.

Fill out the Vendor Application online [Here](#)