



## Applying to be an Approved Vendor with TBM - Your Equipment Checklist:

Each vendor who participates must present their products professionally as we see each booth in the market as an “outdoor storefront”. **ALL VENDORS** whether renting a 10x10 tent space, a 6ft Table Space or a mobile vending unit / food truck or trailer are required to submit 2 to 3 photos of their set-up equipment within each TSM application for review and approval. **TSM does not provide any equipment for operation in the market.**

### Tent Specifications

- Commercial Grade Tent: Must be 10' x 10' (8x10 tents or tents with slanted legs are not permitted).
- Tent Weights: Each tent leg must be secured with a minimum of four 25 lb weights. (No milk jugs or uncovered cinder blocks allowed.)
- Weight Attachment: Weights must wrap around or be securely tied down to each tent leg.
- Table Covers: All tables must be covered with tablecloths that conceal their legs.

### Signage Requirements

- Front Signage: A valance banner measuring 9' x 1' (or similar).
- Back Signage: A banner measuring 6' x 3' (or larger).
- Promotional Materials: Provide signage/flyers about your business and products.

### Additional Requirements

- Electrical Safety: 15 ft of rugs and duct tape to cover any electrical cords in use.
- Food and Beverage Vendors: Must possess current permits, licenses, and fire extinguishers (if applicable). Handwashing stations are also required on-site for inspection.

### Vendor Regulations (CA)

- Park Regulations: Vendors may not drive into park greenspace without authorization. Vehicles not involved with the event must exit the park at least one hour prior to the event start time.
- Bounce Houses: Allowed only if approved by event management and must be secured with at least 500 lbs of weights.
- Promoter Responsibility\*\*: The event promoter ensures that all vendors are informed of and comply with park rules and regulations.

### Food Vendor Regulations (CA)

- Licensing: Vendors cooking under tents, in trailers, or food trucks must comply with all local and state licensing requirements. Guidelines from the City of Tampa Fire Marshal will be provided.
- Fire Safety: Cooking vendors must use a heat source that is tagged with a 2A-10BC rated extinguisher.
- Flame Safety: The flame source must be connected to a hose with a minimum length of 5 ft and kept away from the flame source.
- Power Source: Food trucks must have an external power source and not operate off the vehicle's power during the event.
- Staking: No staking of tents or equipment allowed. Tents must be weighed down with sandbags or water ballast weighing at least 40 lbs on each leg.
- Weight Security: Weights must be securely attached to the canopy roof and legs, and must not pose any hazards.
- Tent Placement: Tents must be set at least 3 feet from sidewalks and 2 feet apart.
- Weight Standards: Acceptable weights include a 5-gallon bucket filled with water, sand, or concrete; 4" PVC pipe at least 36" long filled with concrete; or commercially available tent weights of 40 lbs or heavier.

### \*Important Notes:

New vendors are allowed time to obtain the required banners and may participate as a "Screener" to test the market before purchasing signage. At least one point of signage must be approved at the organizational level (refer to the specifications above for signage requirements).

In addition to renting a 10x10 space you can also rent a smaller “Table Space” that fits a 6ft table. This space has the option of adding an umbrella for shade.

### Vendors looking to rent a table space must have the following:

Clean working 6ft table

A table cloth that covers the legs of the table

Company signage including logo/brand visible



**We seek vendors who maintain a professional and clean appearance and take their "outdoor storefront" seriously. Selling at our markets is akin to operating your own mini store!**

### **Recommended Equipment.**

#### **Links:**

##### **10x10 Canopy Tents:**

- Please note we do not accept 8x10 tents.
- We do allow 5x5 tents in 6ft table spaces.
- Getting a tent that has a vent at the top is very helpful when it come stobad weather!
- Atentthatcomeswithsidewallsisalsorecommendedfordaysthatyouneedextrashadeorrain coverage.
- White is best. It's clean and neutral. Branding your own tent with your logo is never a bad idea!

[ABCCanopyTent:](#)Sturdytent,completesetupwithsidewallsandtentweights,butdoesnothaveaventatthe top:

[Eurmax Canopy Tent:](#) Sturdy tent, complete set up, but no side walls. You can purchase these separately.

[Eagle Peak Canopy Tent:](#) has a vent, but no side walls or tent weights included. Less expensive.

#### **Canopy Tent Weights:**

We only allow for weights that fit OSHA guidelines for events. Tent weights are required to wrap around the tent legs and be at least 25lbs heavy per tent leg.

[Sandbags 4 for \\$21.00:](#) These weights wrap around the tent leg.

[Water Weights:](#) These weight 22lbs per tent leg and we could allow this.

[Tail Gate Canopy Weights:](#) We don't recommend these so much because you need to buy 4 packs that all weigh 30 lbs to meet the minimum 25lb requirement at \$32.00 for each tent leg.

## Market Banners:

- Lots of printing companies sell banner and now you can even order banners on Amazon!
- We don't kick back from this company, but we love-<https://www.allstatebanners.com>
- They deliver fast and are reasonably priced! For example ,a 9x1 banner (10 8in x 12in) is only\$22.95.

## Tables & Table Cloths:

- When purchasing tables for your business keep in mind how your set up days will go!
- Choose tables that work for your display! If you sell take home foods or body care most time stables that have a higher setting on the m work best! This way you can display your products at eye level more like a store counter!

Tables we love from Walmart: [Mainstays Tables](#), Light weight!

They come in 6ft and 4ft sizes. 4ft tables are great when you are looking to get creative with your booth display because 2 tables fit across the front of a tent. Keep in mind that if you are a food vendor you may need a more heavy duty table to hold heavy food equipment.

Tables with a higher setting: [Lifetime Tables](#). More heavy duty and has multiple settings for height.

Bed Risers to lift tables when needed: [Mainstays Bed Risers](#)

## Generators:

[Honda generator](#) - these generators are super quiet and run great!

[Predator Inverter generator](#) - less expensive than the Honda, but runs fantastic and is quiet.

[WEN generator](#) - a heavier generator with wheels and has up to 3800 watts of power, great for some food trucks.

[Ctechi handheld generator](#) - Lightweight and rechargeable up to 200 watts of power, great for lighting your tent at a night event or for booths that don't need much power to operate. In a 4 hour event this will power all your lighting.

## Hand washing stations:

[Food Vendor Hand Washing Sink](#) - Complete with towel holder and Soap Dispenser, holds up to 19L on wheels.

[Table Top, Hot and Cold Water](#) - Holds 3-5 gallons and dispenses hot and cold water. Must be plugged in.

## Lighting:

[USB Lighting](#) - Simple lighting for your tent, you may need more then one link depending on product display and how well you want items to be lit.

[LED Tent light with fan](#) - Best of both worlds. [LED Tent light no fan Battery Powered Light Rope for Tent Display](#)

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