



POP-UP MARKETS PERMIT

REQUIREMENTS:

- INCOMPLETE APPLICATION WILL NOT BE ACCEPTED/PROCESSED
• APPLICATIONS NOT SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE MARKET WILL BE DENIED

- ( ) Permit Fee Upon Submission of Application (Cash, Check or Credit Card) Non-Refundable Fee
( ) Must not go past 9pm
( ) Business Hours must be provided
( ) If in a Plaza - Written approval from Plaza Owner
( ) If in a Plaza - Written approval/signatures from the Plaza Tenants
( ) Food Trucks – Must provide Food Truck list with Permit No. and Expiration Date

McAllen Code Sec. 78-60 Definitions: Pop-Up Market means an organized operation conducted outside of a permanent structure at a designated location used by vendors primarily for the distribution and sale of retail merchandise.

Date of Event: \_\_\_\_\_

Number of Vendors: \_\_\_ 1-15 (\$50); \_\_\_ 16-30 (\$75); \_\_\_ over 30 (\$100)

Number of Booths: \_\_\_\_\_

Number of Tents: \_\_\_\_\_

Size of Tents: \_\_\_\_\_ less than 120sq.ft \_\_\_\_\_ greater than 120 sq. ft. \_\_\_\_\_ greater than 400 sq. ft

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

ORGANIZATION (IF APPLICABLE): \_\_\_\_\_

POP-UP MARKET LOCATION: \_\_\_\_\_

BUSINESS HOURS: \_\_\_\_\_

PURPOSE AND DESCRIPTION OF EVENT (BE SPECIFIC): \_\_\_\_\_

ARE VENDORS/SALES PROPOSED? (DESCRIBE): \_\_\_\_\_

\*Public food Sales require food handling permits; not required for private events. \*All tent fabrics must be flame resistant. An affixed tag or certificate by a testing laboratory is acceptable as evidence of flame resistance. Tents are subject to inspection.

\*\* City of McAllen does not provide traffic control/police officers for events
\*\* Applicant is responsible for Street Closure

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

- a) Non-refundable Permit Fee upon submission of application
- b) If barricades are needed applicant must contact Texas Highway Systems at (956) 580-7660, 3521 N. Mayberry Rd., Mission, TX, for the rental of barricades and provide us with proof of rental.
- c) Detailed Map/Layout of the event
- d) Proof of liability insurance or waiver.  
**Certificate of Liability Insurance** - the City of McAllen must be the Certificate Holder or be listed under additional insured.  
**Waiver** - must exclude the City of McAllen from any liability.
- e) Permission of plaza owner/landlord and acknowledgement from tenants for event in writing.
- f) Business Hours must be provided
- g) Must take down all tents/tables/trash at closing of event
- h) If having food trucks at pop-up market, must provide listing of food trucks with permit number and expiration date.
- i) City of McAllen does not provide traffic control for events