



# Wild West Festival

Saturday, September 19, 2009

8 a.m. to 4 pm.

## Vendor Application

Arts & Crafts/Sales/Activity Booth Space: 10 X 10

Food Vendor Booth Space: 12 X 12

**Application Deadline: September 1, 2009**

**Historic Downtown Springtown, Texas**

### ARTS & CRAFTS—SALES—ACTIVITY BOOTH FEES:

- A. All booths except Food Vendors, regardless of location: \$55
- B. Electricity Outlets are Limited—first come-first served basis (Fees are listed on the application form attached)
- C. All vendors (including Non-Profit Organizations) will pay a booth fee. Booth fee includes parking but not electricity.

### RULES:

1. Payment must accompany application form or reservation WILL NOT be held.
2. Two color photos of items to be sold MUST accompany ALL applications. All photos become property of the Wild West Festival Committee.
3. NO FOOD or BEVERAGES may be sold or distributed from a Craft, Sales or Activity booth.
4. Proof of Liability Insurance is required for ALL Activity Booths and must be submitted with application. Those activities, such as face-painting, cake walks, puppet shows, etc., which do not require physical participation that could result in bodily harm are exempt from this rule.
5. Staking your canopy into the pavement is NOT allowed.
6. Fans are allowed but generators are not allowed except for inflatable activities.
7. No AIR GUNS or SNAPS are allowed to be sold.

### FOOD VENDOR BOOTH FEES:

- A. On Concession Row: \$125
- B. Under the Tabernacle: \$150
- C. Electricity Outlets are Limited - first come-first reserve basis (Fees are listed on the application form attached)
- D. All vendors (including Non Profit Organizations) will pay a booth fee. Booth fee includes parking but not electricity.

### RULES:

1. Designation of specific food to be sold must be made at the time of the application and will be considered on a first come-first served basis. Please indicate first and second choice of food to be sold. You will be contacted if the food categories that you have selected have already been filled. Please include a sample of your menu with your application. Menu with prices must be displayed during the festival hours for attendees to view easily.
2. The Springtown Area Chamber of Commerce RESERVES the right to sell all Beverages (Gatorade, Water, Carbonated Drinks, etc.). However, specialty beverages will be allowed on a limited basis.
3. Staking your canopy into the pavement is NOT allowed..
4. Once accepted, food categories MAY NOT be changed without prior approval.
5. PROOF OF LIABILITY INSURANCE is required of ALL food vendors and must accompany their application.
6. All food vendors must provide their own trash can.
7. The City of Springtown requires ALL FOOD VENDORS to obtain a Temporary Health Permit to operate a Food Booth at the Festival You may obtain your Food Permit by contacting City Hall at 817-220-4834.

### ADDITIONAL RULES & INFORMATION:

1. This is a juried festival requiring a September 1, 2009 deadline for receipt of application.
2. Check (or some form of payment) must accompany the application and will be deposited immediately upon receipt.
3. Vendors not being accepted will receive a refund.
4. TEXAS SALES TAX : Payment of sales tax on vendor transactions is the exclusive responsibility of the vendor.
5. Ice will be available for purchase by vendors for their personal use at a fee of \$2.00 for a 7# bag or \$4.00 for a 20# bag
6. Vendors will be assigned a specific location designated by a booth number and will be notified by mail of their booth number. Vendors should check-in with a festival representative or at the information booth prior to setting up their booth location at the festival. This Festival is based on a first come-first served basis and previous vendors are not guaranteed acceptance or their same booth location.  
**THERE WILL BE NO GUARANTEED BOOTH LOCATIONS BUT EVERY EFFORT WILL BE MADE TO ACCOMMODATE SPECIFIC REQUESTS.**
7. Returning Vendors MUST submit their application by **JUNE 1, 2009** to receive their same booth location from the previous year.
8. Applicants will receive notification of acceptance by August 15th. NO REFUNDS will be made for cancellation or removal for cause.
9. NSF Checks must be replaced with a cashiers check or money order. No vendor will be accepted who has not redeemed an NSF Check plus the \$30 returned check fee that will be assessed.
10. Vendors are required to furnish their own chairs, tables, awnings, umbrellas, 100 ft. extension cords, etc. Vendors are not allowed to stake their tents to the pavement.
11. Vehicles must be out of the barricaded festival area by 7:45 a.m. and will not be allowed back until after 4:05 p.m.
12. Vehicles ARE NOT allowed on the grass at the Tabernacle or in the City Park. Violators of this rule will be asked to leave without a refund.
13. Each vendor will be responsible for his or her own trash clean up. Vendors who break this rule will not be invited back!
14. ABSOLUTELY NO GENERATORS ALLOWED on the square.
15. We are a family friendly festival. As such, profanity or alcohol related products are not permitted. Craft vendors selling crafts with alcohol signage are asked to display the products at the back of the booth so that the products are not visible to the passerby.

Please read the Terms and Conditions carefully before signing and returning your booth application document. If you have any questions not covered by this form, please feel free to contact the Chamber of Commerce office at 817-220-7828 or via email at [chamber@ntbb.net](mailto:chamber@ntbb.net).