



Wild West Festival

Vendor Application

Saturday, September 15, 2012

8 a.m. to 4 p.m.

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

Food Vendor Booth Space: 12 X 12

RETURNING VENDORS DEADLINE: JUNE 1, 2012

Application Deadline: September 1, 2012

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) must pay a booth fee.

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 free 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. Generators are not allowed except for inflatable activities.
7. **No AIR GUNS or SNAPS are allowed to be sold.**

FOOD VENDOR BOOTH FEES:

- A. Concession Row: \$125
- 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) must pay a booth fee.

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. These items must also be approved.**
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, 2012 deadline for receipt of application.
2. Check (or credit card information) must accompany the application and will be deposited immediately upon Chamber's approval of booth.
3. **TEXAS SALES TAX** : Payment of sales tax on vendor transactions is the exclusive responsibility of the vendor.
4. 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 at designated entrance prior to setting up their booth. This Festival is based on a first come-first served basis and previous vendors are not guaranteed acceptance or their same booth location after the deadline. **THERE WILL BE NO GUARANTEED BOOTH LOCATIONS BUT EVERY EFFORT WILL BE MADE TO ACCOMMODATE SPECIFIC REQUESTS.**
5. **Returning Vendors MUST submit their application by JUNE 1, 2012 to receive their same booth location from the previous year.**
6. Applicants will receive notification of acceptance by September 8th. **NO REFUNDS will be made for cancellation or removal for cause.**
7. 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.
8. 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.
9. **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. NO EXCEPTIONS!**
10. 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.
11. Each vendor will be responsible for his or her own trash clean up. Vendors who break this rule will not be invited back!
12. **ABSOLUTELY NO GENERATORS ALLOWED** on the square.
13. **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.
14. **There will be no vendor parking within the Tabernacle Square!!! Appropriate parking has been provided at a remote lot along with transportation provided by the Chamber to and from. Your product and supplies will be unloaded with assistance from volunteers, you are required to then immediately move your car and return to set up by shuttle.**

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 director@springtownchamber.org.

OFFICE USE ONLY: DATE RECEIVED: _____ BOOTH #: _____

CASH — CREDIT CARD — M O — CHECK? MO/Check #: _____ Total Amt. \$ _____
(Circle One)

MC — VISA — DISC. — AM EX ? Credit Card #: _____ EXP. _____
(Circle One)

Pictures included? Yes No Menu included? Yes No Proof of Insurance included? Yes No

Please do not set up until you have been checked in by festival worker and moved your car to Vendor Parking Lot:

Set up Times are as follows: Friday Evening from 6 p.m. to 7 p.m. Saturday Morning: 6 a.m. to 7:45 a.m. by booth number below

Saturday Set Up Times: Booths #1 to #46 = 6:00 a.m. Booths #47 to #93 = 6:30 a.m. Booths #94 to #196 = 7 a.m.

28th Annual Wild West Festival

Saturday, September 15, 2012

Terms and Conditions

Please read the following Terms and Conditions carefully. Fill out the form below and sign.

Submit the application to the Chamber of Commerce, Springtown Wild West Festival, P.O. Box 296, Springtown, TX 76082

1. Merchandise and display of Participant is subject to approval of the Leaser, Springtown Chamber of Commerce, who reserves the right to require alterations, replacement and deletions of any material or activity which is deemed inappropriate for the festival.
2. **LEASER RESERVES THE RIGHT TO CHANGE BOOTH ASSIGNMENTS AT ANY TIME DEEMED NECESSARY.**
3. All vehicles will be out of the festival area by 7:45 a.m. and booths should be ready to operate at 8:00 a.m. Booths must be open until 4:00 p.m. and disassembled between 4:05 p.m. and 5:30 p.m. Those vendors assigned to the outside of the Tabernacle area may not bring their vehicles in until the center section is cleared.
4. **NO BLOCKING OF THE FENCE ENTRANCES TO THE TABERNACLE GROUNDS.** Anyone who violates this rule will be towed.
5. **No vehicles should be parked or left unattended around the square.** please write your cell phone number on your PARKING PASS so that festival representatives may contact owners of vehicles to prevent necessary towing.
6. The undersigned hereby elects to and does release the Springtown Area Chamber of Commerce and its respective officers, agents and employees from any and all claims, demands, rights or causes of action of whatsoever kind or nature which the undersigned has ever had or may now have or may hereafter have, whether now known or which heretofore has even or hereafter may be sustained by the undersigned as a result of or in connection with or arising out of the undersigned's participation in the Springtown Wild West Festival.
7. **The undersigned acknowledges that in the case of severe or hazardous weather or any other act of God, there will be no reimbursement of booth fees or any other monies submitted to the Chamber of Commerce, City of Springtown or the Wild West Festival. No money of any kind or amount will be returned except in the case of booth space rejection by the Wild West Festival Committee.**

I, the undersigned, have read the Wild West Festival Vendor Application rules as well as the above Terms and Conditions, including the release, and understand all terms stated therein. I execute this release voluntarily and with full knowledge of its significance.

Signature of Applicant: _____ Date: _____

Last Name: _____ First Name: _____
(PLEASE PRINT ALL INFORMATION)

Business Name: _____ Phone Number: _____

Address: _____
Street Address City State Zip Code

Email Address _____@_____

Booth Type: _____ Arts & Crafts / Sales (10 x 10) _____ Food Vendor (12 x 12) _____ Activities Booth (10 x 10)

Booth Location Choices (subject to availability): (1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____

Products & Items to be sold? _____
Describe items to be sold in booth

of Arts & Crafts / Sales Booths: _____ (\$55) # of Food Vendor Booths*: _____ # of Activities Booths: _____ (\$55)

*Food Vendor booth location _____ Concession Row (\$125) Dimensions of Food Unit _____

Do you **need** a Corner Booth? YES NO Prefer Friday night set up? YES NO Prefer Saturday set up? YES NO
(Circle one) (Circle one) (Circle one)

Do you **need** to be located next to a particular Vendor? YES NO If yes by whom? _____
(Circle one)

Electrical Outlets are VERY limited and are on a first come first served basis (Please answer the questions below accurately):

Electricity needed? YES NO Yes, What is the electricity for? _____ How many Volts / AMPS will you need? _____
(Circle one)

Shared Connection 110 plugs? (\$15 = 1 plug) _____ 30 AMP Plug (110) Direct Connection - (\$40) _____

Direct Connection 110 plug? (\$30 = 2 plugs) _____ 30 AMP Plug (220) Direct Connection - (\$65) _____

Food & Activity Vendors ONLY Insurance Carrier: _____ Policy #: _____

First Choice Food Item: _____ Second Choice Food Item: _____ Third Choice Food Item: _____