

Crockett Area Chamber of Commerce
P.O. Box 307
Crockett, Texas 75835
(936) 544-2359
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General Vendor Information & Rules

1. Booth spaces are available for arts and crafts in 10x10 or 10x20 (super booths) both on and off the square. R & R booths are 10x10. **Food booths are also available in 10x20 trailer spots.** Limited electricity is available at \$20.00 per 20 amps, with a limit of 40 amps per vendor and \$10.00 per water plug-in. You must indicate how much electricity and/or water you will need on your application to ensure enough electricity and water for everyone. Please see application for booth space prices. **There will not be any food vendors located on Camp Street unless a request is made.**
2. Booths are assigned on a first come first serve basis, with preference to past exhibitors, until August 1, 2017. After August 1, 2017 all booths are assigned on a first come, first serve basis without preference to past exhibitors.
3. Please indicate your 1st, 2nd and 3rd choice of booth sites on the application. A map is provided for your use. **Please do not select the same number you had last year as the maps have been revised, check booth location and number before indicating your choices.**
4. Please note that the enclosed Arts & Crafts map is NOT drawn to scale. The layout and configuration of spaces changes from year to year.
5. **Entry deadline is November 9, 2017 when paying with check, after November 9, 2017 cash, credit card or money order only. No refunds will be issued after October 19, 2017.**
6. All applications must be accompanied by payment in full to the Crockett Area Chamber of Commerce. Applications must be accompanied with photographs of your product(s). **If applications are not completed in full; the application, photographs and check will be returned to sender, resulting in a delay of your booth choice.**
7. **Only downtown retail merchants, not friends and family in fairness to the other vendors, may occupy the sidewalks in front of their business at no charge.** Retail merchants may rent space in the streets at the regular price and adhere to the same conditions established for all other vendors. **Vendors will be asked to leave if they are not directly associated with the business in a professional interest.**
8. **Walking vendors will not be permitted unless authorized by the chamber.**
9. **Solicitation of petitions or any other type of solicitation to vendors, or local merchants will not be permitted unless authorized by the chamber. The chamber will only have a vendor comment sheet for vendors to complete and return to the chamber official.**
10. **All arts and crafts vendors are required to have 70% homemade product.** Vendors assume responsibility for correctness of products to be displayed and sold. The chamber will make every effort to ensure the 70% rule. **Submission of an application does not guarantee acceptance.** The Chamber reserves the right to inspect booths at any time during the event to insure compliance. **Vendors will be asked to leave if products are not 70% homemade with NO REFUND, unless they are entered as R&R vendor. The chamber reserves the right to remove any booth, for any reason they feel necessary.**
11. **R&R booths are not subject to homemade product. Any retail or resale item is permissible.**
12. Chamber officials reserve the right to select vendors. The chamber reserves the right to reject any application for vendor space or any item listed on a vendor application which is deemed noncompliant with the rules. No products that are inappropriate for family viewing or unsafe are allowed. No explosives, explosive devices or bottled products with offensive odors may be used or sold during the event. Projectile, crossbows, bows and arrows, and squirt gun toys are not permitted and may not be sold during the event. **This rule will be strictly enforced.**
13. No audio effects will be allowed in booths unless specifically approved by the Chamber. The Chamber reserves the right to ask for audio to be turned off once the festival starts if it is interfering with other booths and/or stages, even if prior approval was granted.

14. If your organization is exempt from sales tax liability, you must provide documentation. Others must have a **Texas Sales and Use Tax Permit**. A Compliance visit from the State Comptroller's Office can be expected. You are solely responsible for the reporting and payment of all sales/use tax applicable to your sales.
15. Food Vendors are required to provide their own health permit. All food vendors must present a **State of Texas Health Permit or Temporary Food Establishment Permit**. The chamber is not liable for lack of permits.
16. Official set-up times:
 - a. Food vendors need to set-up between 6 a.m. and 8 a.m. No trailers will be permitted after 8 a.m. *Please note: food vendors will be permitted to set up on Friday Night after businesses hours if arrangements are made with the Chamber prior to that time. – NO EXCEPTIONS. Staff must be available to assist with placement.*
 - b. Arts & crafts may begin set-up at 7 a.m. until 9 a.m. *Please note that no arts & crafts vendors will be permitted prior to 5 a.m. Saturday. – NO EXCEPTIONS.*
 - c. Exhibit area traffic will be closed at 9:30 a.m.
 - d. All booths are to be open at 10 a.m.
 - e. Food vendors need to be considerate of this time frame in order for arts and crafts and retail and resale vendors to get through.
17. All support vehicles must leave the vendor area after unloading. Vehicles may not remain in front of booth during set-up. Booths should be ready for business by 9:00 a.m. Booth break down may not begin until after the close of the event (5:00 p.m.), unless authorized by Chamber personnel. No vehicular traffic will be permitted on festival grounds between 9:30 a.m. – 5:00 p.m. Assistance will be provided to move vehicles. No vendor parking is allowed within the barricades.
18. Vendors must stay within set booth boundaries.
19. Vendors must furnish complete booth set-up. The show is outdoors; please bring materials to protect your products from possible inclement weather. **There are no refunds for inclement weather.**
20. The chamber will provide as much security as possible, but each vendor is responsible for any individual loss or damage of products or materials associated with their display.
21. Vendors are asked to decorate for a festive Christmas holiday. Colorful aprons, shirts, blouses sweatshirts or other festive wear will enhance the festival atmosphere. Please note that Christmas in Crockett t-shirts will be available to purchase from the chamber.
22. According to city policy – **Pets must be on a leash or in a carrier.** The chamber can provide you with a list of member boarding facilities that will help accommodate for the one day event.

Please sign and return this page with your application, payment, and photos of your products or food vendor trailer.

I have read and will abide by the conditions set forth in the vendor rules and vendor application.

Signature and Date

Print Name