



Vendor Booth Application Form

Festival date:

Saturday, April 13, 2013; 10am-5pm

Set-up will be held Saturday, 6 am - 8:30 am

The Texas Legacy Festival is pleased to welcome you to its first annual event!

This is a great opportunity to promote your business or organization to our diverse community.

Business Name: _____

Owner Name: _____ **Phone:** _____

Address: _____

Email : _____ **URL:** _____

Circle which applies: **FOOD VENDOR \$ 125** **BUSINESS/CRAFT \$ 125**
NON-PROFIT \$ 25

Please list any items you are selling or distributing at the event: _____

Booth size is 10x10. There is limited FREE electricity.

Requesting: _____ **BOOTH(s) @ _____ea. = _____ TOTAL DUE**

Need electricity? **YES / NO** Vendors are responsible for bringing their own extension cords.

I give permission for my Business Name and URL to be used for advertising purposes. **YES / NO**

I have reviewed and initialed the attached Vendor Guidelines. I understand and agree to all terms.

OWNER SIGNATURE **Date:** _____

FOR COMMITTEE USE ONLY:

Date application received: _____ Payment Received: **YES** **NO**
If accepted, date we notified vendor: _____ Booth assignment: _____
If not accepted, date application and payment returned: _____

2013 Texas Legacy Festival (TLF) Vendor Guidelines

Please read and initial the following guidelines and return this page with your application form.

initial

- _____ Booth fees are non-refundable for any reason unless your application is denied. As an outdoor festival, please understand that we are at the mercy of Mother Nature.
- _____ Your booth must be set up, staffed and ready to operate by 9:45am on April 13. The event will be held from 10:00am to 5:00pm Tear down will begin no earlier than 5:00pm and needs to be completed by 6:00pm.
- _____ No ground-stakes are allowed—**proper weights required** to ensure everyone's safety.
- _____ At check-in, all exhibitors will receive a map showing the location(s) of their space along with unloading and parking instructions.
- _____ Vendors must provide necessary equipment to operate their booth. **Tents, trashcans, tables and chairs are NOT provided.** Vendors are responsible for maintaining and cleaning up their booth area.
- _____ TLF is unable to accept responsibility for any lost or stolen items, or for any equipment other than our own.
- _____ Only one organization or vendor may use each booth space unless prior authorization has been obtained from the TLF committee. All vendors must conduct business in their designated booth area only, unless approved otherwise by TLF committee. Pre-registered vendors unable to attend must notify TLF 48 hours prior to the event and are not permitted to sublet without prior consent from TLF. Fliers, handbills, and petitions will be limited to booth area only. Non-booth holders may NOT distribute merchandise or fliers of any kind.
- _____ NO FOOD ITEMS OR BEVERAGES MAY BE SOLD at vendor booths other than those specifically identified as food vendors!
- _____ NO FOOD ITEMS DISTRIBUTED AT ANY BOOTH WITHOUT A HEALTH PERMIT from the [Montgomery County Health Department](#). AND prior approval from the TLF Committee. Please call the Health Department at 936-539-7839 to apply.
- _____ It is the responsibility of all exhibitors to obtain all permits, licenses, etc.
- _____ Vendors are responsible for collecting and remitting all sales tax, if applicable, to the TX Comptroller.
- _____ TLF reserves the right to prohibit the sale or distribution of materials that may be illegal, pornographic, or those considered offensive. Please do not display any merchandise that would be inappropriate for children. This is a family friendly event. Any decision made by TLF officials is final.
- _____ Vehicles must be parked in approved areas. No vehicles can be driven through the vendor area, so plan accordingly.
- _____ TLF cannot assume responsibility for any vehicles ticketed or towed that are not properly parked.
- _____ You are required to provide a copy of minimum general liability.
- _____ Hold Harmless: By signing this form, you affirm and agree to hold harmless the Texas Center for Regional Studies, and the Texas Legacy Fest, its directors, officers, employees, agents and assigns from any and all loss, claim, action, suit or liability to third persons (including attorney fees at trial and appeal), from any cause whether directly or indirectly related to this event or this agreement including but not limited to claims for injury to persons including death or destruction of property; whether intentional, negligent or consequential as result of any act or omission or yours, or the officers, director, employees or agents of your business.
- _____ NO ALCOHOL IS ALLOWED IN THE PARK.

Date: _____

OWNER SIGNATURE

Send complete package to: Texas Center for Regional Studies, P.O. Box 444, Richards, TX, 77873

Your package to us should include:

1. Vendor Booth Application Form
2. Payment—make checks or money orders payable to **Texas Center for Regional Studies**
3. Vendor Guidelines with initials
4. Copy of general liability insurance
5. Copy of Health Permit (if food vendor)