



2018 PRAIRIE DAYS FESTIVAL

Dear Vendor,

The El Campo Chamber of Commerce & Agriculture would like to invite you to be a part of our 10th Annual Prairie Days Festival. The Festival will be held Saturday, October 6th at Alamo Park. The Prairie Days Festival Vendor Application is enclosed. Please submit your completed application to:

*Prairie Days Festival
P.O. Box 1400
El Campo, TX 77437*

ecc@elcampochamber.com
*(979) 543-1043 Fax
01 N. Mechanic- Chamber Office*

Booth location information will be available at the Chamber Booth during set-up. Booths will be allowed to set-up Friday night or Saturday morning. If you move or change your email address, please take a moment to give us your new contact information to insure we can reach you!

We value our Vendors and we appreciate your support of the Prairie Days Festival. We are excited about hosting a great event for 2018. Our goal is to insure your experience as a Vendor is exceptional.

Please fill out your enclosed entry form and return no later than Friday, September 14, 2018.

We look forward to an outstanding 2018 Prairie Days Festival!

Sincerely,

Rebecca Munos, President
El Campo Chamber of Commerce & Agriculture

Vendor Schedule

July 23, 2018	Open Registration Begins
September 14, 2018	Booth Registration and Payment Deadline *\$10 Late Fee after September 14th * Festival layout and Vendors will be published in the El Campo Leader-News and online. Application must be turned in and paid by the deadline to be included.
October 5, 2018	4:00—8:00 PM – Booth Set-Up Begins <u>NO SET-UP BEFORE 4:00 p.m.</u>
October 6, 2018	7:00—9:30 AM—Booth Set-Up 9:30 AM – All Vehicles removed from Festival Area 10:00 AM thru 6:00 PM – All booths open 6:00 PM thru 11:30 PM- All booths have option to remain open 11:30 PM – All Booths MUST be dismantled and removed <u>***The Chamber is NOT responsible for any items or equipment left behind on City property.</u>

Security will be on the grounds starting Friday, October 5, 2018.

NOTE: All vendors submitting booth applications and contracts will be notified regarding booth acceptance/rejection and booth assignment by September 28, 2018 after receipt of completed application, contract and payment. Vendors with trailers must submit a picture before application will be accepted.

<u>Office Use</u>	
Booth # _____	Cost: _____
Contract received _____	
Payment Amt. _____	
CK # _____	Credit Card _____ Cash _____

El Campo Chamber of Commerce and Agriculture
01 N. Mechanic, El Campo, TX 77437
Office 979-543-2713 Fax 979-543-1043

2018 PRAIRIE DAYS FESTIVAL
BOOTH APPLICATION AND CONTRACT

Saturday, October 6, 2018 - 10:00 a.m. to 11:30 p.m.

Sponsored by: El Campo Chamber of Commerce and Agriculture
 01 N. Mechanic/P.O. Box 1400
 El Campo, Texas 77437
 979-543-2713 (Phone) 979-543-1043 (Fax)
 www.elcampochamber.com
 www.elcampoprairiedays.com

Location: Alamo Park—El Campo, Texas

Cost: \$ 125 per Booth Space for all Food, General, Craft and Business Vendors
 \$ 100 Booth space for El Campo Chamber members
 \$ 60 Non-Profit with FREE product or informational materials

Booth Registration and Payment Deadline- September 14th
***\$10 Late Fee after September 14th ***

Times: 10:00 a.m. – 6:00 p.m.
 10:00 a.m. – 11:30 p.m.

ELECTRICITY IS ONLY AVAILABLE FOR FOOD VENDORS

Registration and Payment Deadline is Friday, September 14th, 2018,
OR until we sell out of booths!

1) Vendor Information:

Name of organization/business _____

Contact person _____

Mailing Address
 Street / PO Box _____

City, State, Zip _____

Telephone Number _____ Fax Number _____

Email _____

State Sales Tax Permit Number _____

***Note – All vendors/exhibitors are responsible for bringing their own canopies, tables, extension cords and any other necessary equipment or supplies.**

Booth Information:

Total Number of Booths (10' x 12' Space) _____

Description of booth exhibit and/or sale of products:

***Note — Please see rules/regulations for items sold.**

Payment Information

_____ Check/Cashier's Check/Money Order enclosed.
Checks will not be accepted for payment after the September 14th deadline.
*There will be a \$30 charge on all returned checks.

_____ Cash

_____ Please charge my credit card ___ AMEX ___ MC ___ Visa ___ Discover

Amount to be charged: \$ _____ Name on Card: _____

Credit Card Number: _____ Exp. Date: ____/____

Billing Address: _____

City: _____ State _____ Zip _____

Signature _____ Date _____

Applications are not processed until payment is received.

2) CRAFT and BUSINESS VENDORS:

Please list arts, crafts and materials to be sold, distributed, displayed, or given away. Please be specific and thorough. **Only listed items will be allowed.** The Prairie Days Committee reserves the right to limit like- type vendors. (Example: jewelry, candles, clothing). In the event of any dispute regarding the sale of any item, the decision of the Prairie Days Festival Committee shall be final and the Vendor accepts this condition by his/her signature below. Vendor further acknowledges that any violation of this agreement may result in the Vendor's booth being closed. **There is no electricity provided for craft and business vendors.**

(Please use an additional sheet if needed.)

3) **FOOD VENDORS:** Food is to be sold on a cash basis.

The sale or distribution of alcoholic beverages by any vendor is prohibited. No alcohol is to be brought in by vendors.

The sale of any food item not approved by the Prairie Days Festival is strictly prohibited. In the event of any dispute regarding the sale of any food or beverage item, the decision of the Prairie Days Festival Committee shall be final and the Vendor accepts this condition by his/her signature below. Vendor further acknowledges that any violation of this agreement may result in the Vendor's booth being closed.

Ice **MUST** be provided by Vendor.

Please list foods you plan to sell, distribute, display, or give away below. **Only food items listed on your acceptance letter will be permitted. Please indicate your primary food item in your food list. Only three food vendors may sell the same primary food item.**

1. _____
2. _____
3. _____
4. _____
5. _____

(Please use an additional sheet if needed.)

Trailers **MUST** fit inside the space allotted (10' x 12').

If equipment is larger than booth space, an additional space **MUST** be purchased at time of set-up.

*****A picture of your trailer must be included with your application. Application will not be processed until a picture of the trailer to be used is received.**

Trailer Size Width _____ Length _____ (Include trailer tongue in the length)

Trailer Window / Door: Opens on: Driver Side _____
Passenger Side _____
Rear: _____

Other Special Characteristics

Food Vendor Electricity Requirements

Standard Configuration: Two (2) - 110 volt outlets per booth

Please Check One:

- Both Outlets Needed One Outlet Needed No Outlet Needed

Other Configurations will require an additional fee for setup.

Please specify your additional requirements:

RULES/REGULATIONS

Prairie Days Festival is a family-oriented function presenting entertainment/activities suitable for the entire family. Therefore, the Festival Committee reserves the right to restrict items sold and displayed. Such items must not contain nudity, profanity, obscenity, or otherwise objectionable material. No weapons, including without limitation, knives, brass knuckles, Chinese throwing stars, or other such materials, can be sold or displayed. No Silly String or Hair Paint can be sold (any hair paints must be applied by vendor). No type of toy guns, fireworks, poppers or cigarettes (or anything resembling cigarettes) can be sold. Selling of pets and/or animals is prohibited. Should the Festival Committee, at its sole discretion, determine that a lessee's items do not conform to the standards mentioned, lessee agrees to remove such items from the site immediately.

The Prairie Days Committee will do their best to accommodate any location requests, but specifying a preferred location does not guarantee placement. We will place you in the best possible booth location. **All booth locations are subject to change.**

This lease agreement shall not become effective until it is paid in full and is accepted; and shall constitute the entire agreement between parties. **Full payment must be received and cleared for a booth to be assigned. If a vendor's check is returned or a credit card is not honored, the vendor's booth will be forfeited immediately.**

This agreement is for rain or shine. Any such interruption, postponement or cancellation shall not affect the space rental fees. There will be **NO REFUNDS** for any reason, including rain or any other weather-related event.

Displays, signs, trailers, tables, chairs, and canopies **MUST** fit inside the space allotted (10' x 12'). If equipment is larger than booth space (including trailer tongues), an additional space **MUST** be purchased at time of set-up. **These guidelines will be strictly enforced. NO EXCEPTIONS! Spaces will be measured during vendor set-up.** Show Management reserves the right to remove any display that does not conform to these guidelines.

Vendors must provide all of their own equipment, including: tables, chairs, extension cords, sanitation supplies, tents and canopies. No stakes may be driven into the asphalt, sidewalks or yards.

Vendors must only sell out of their booths. Soliciting outside your booth will not be tolerated, including the aisles. Vendors will remain in the assigned booth space and not move fences or any other barriers that have been placed to contain the Prairie Days Festival Area.

All vendors are responsible for their own finances including small change issues. Local banks in the festival grounds will not be open for obtaining smaller currency. The Chamber booth will not provide any bill changing.

Vendors may not share space. Only one business may be indicated on the application and on signage. Booths or any part of your booth may not be sub-leased to any other individual and/or entity.

The sale or distribution of alcoholic beverages by any vendor is prohibited.

The State Comptroller of Public Accounts requires vendors to have a sales tax number and to pay sales tax; sales tax number must be included on the application. It is the vendor's responsibility to obtain and furnish the necessary sales tax number.

Electricity is available only for food vendors. All food booths will operate in conformance with all applicable Wharton County Dept. of Health regulations. All booths must be maintained in a clean and professional manner.

Vendor agrees to keep the booth(s) open, manned, and maintained in a clean and professional manner during the hours of 10:00 AM to 11:30 p.m. Vendors will leave the leased booth space(s) clean and clear of debris by placing trash in appropriate receptacles. **Any Vendor failing to keep his/her booth open, manned, and maintained in a clean and professional manner during the entire event and/or removing his/her booth from this event prematurely without the permission of the Festival Committee will forfeit his/her right to occupy a vendor booth space at the 2019 El Campo Prairie Days Festival.**

Booth set up begins at 4:00 PM Friday and 7:00 AM Saturday. Vendors will have all vehicles out of the El Campo Prairie Days Festival Area by 9:30 AM Saturday. **No vehicles are allowed in the Festival Area after 9:30 a.m. Saturday.** Vehicles are subject to towing at the owner's expense and the vendor booth may be removed. The streets within the Festival will be blocked Saturday 6:00am-11:30 p.m.. All Vendors must follow these guidelines for entrance to the Festival to unload and load their booth. **Vendors must unload their vehicles and immediately move their vehicles to the offsite parking to enable other vendors access to their Vendor Booths. This rule will be strictly enforced.**

Vendors will assume complete liability for occurrences within or around the booth(s) and will provide any insurance coverage that may be required by Lessor.

----- Initialed

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The undersigned Lessee:

LESSEE SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS THE EL CAMPO CHAMBER OF COMMERCE & AGRICULTURE, THE CITY OF EL CAMPO, AND THE PRAIRIE DAYS FESTIVAL COMMITTEE, SPONSORS AND EACH OF THEIR RESPECTIVE GUESTS, AGENTS, SERVANTS, EMPLOYEES, OFFICERS AND DIRECTORS FROM AND AGAINST ANY AND ALL ACTIONS, CLAIMS, LIABILITIES, ASSERTIONS OF LIABILITIES, LOSSES, COSTS AND EXPENSES, INCLUDING BUT NOT LIMITED TO ATTORNEYS' FEES, WHICH IN ANY MANNER MAY ARISE OR BE ALLEGED TO HAVE ARISEN OR RESULTED OR ALLEGED TO HAVE RESULTED FROM THE PRESENCE, ACTIVITIES, EVENTS AND OMISSIONS OF ANY NATURE WHATSOEVER OF LESSEE, THEIR AGENTS, SERVANTS, EMPLOYEES, AND THEIR RESPECTIVE GUESTS AND INVITEES, IN CONNECTION WITH THE USE AND OCCUPANCY OF THE LESSEE'S BOOTH AND BOOTH AREA INCLUDING, WITHOUT LIMITATION, ANY CLAIM OR CLAIMS FOR BODILY INJURY OR DEATH OF ANY PERSONS AND FOR ANY LOSS OR DAMAGE, FOR ANY LOSS OR DAMAGE TO PROPERTY, AND FURTHER INCLUDING WITHOUT LIMITATION, ANY CLAIM OR CLAIMS ARISING OUT OF THE PRESENCE, SERVING OR USE OF ANY ALCOHOLIC BEVERAGES AT THE PRAIRIE DAYS FESTIVAL.

The undersigned lessor (El Campo Chamber of Commerce and Agriculture):

- Will furnish a space for lessee's use as a booth.
- Will assume no responsibility for Workman's Compensation, FICA, or other withholding taxes for any and all employees or agents that work in the booths and shall not be responsible for sales tax.
- Reserves the right to approve for each booth the items offered for sale, distribution, or display in order to avoid excessive duplication. No booths will be leased for garage sale type merchandise.
- Reserves the right to locate exhibitors for the maximum benefit of the El Campo Prairie Days Festival Committee and its visitors.
- Will assume no responsibility for items left, loss, or damage to articles while at the El Campo Prairie Days Festival site or in transit there to or there from for any cause what so ever.
- Will provide no parking for trailers or RVs.
- Will provide water for Vendors in the Hospitality Tent.

I agree to the guidelines and conditions in this contract. In addition, I declare that the information above is true and complete. I understand that all contracts and applications must be completed, signed, and paid for in full before being accepted by the El Campo Prairie Days Festival Committee. I further understand that this application and contract will not be considered to be valid until all information has been provided, payment received in full, fully executed contract and Lessee notified of acceptance.

Lessee's Authorized Signature

Date

Committee's Authorized Signature

Date

Thank you for being a part of the El Campo Prairie Days Festival!!!