

Wild, Wild West Fest

April 20 & 21, 2018

RULES AND REGULATIONS

BOOTH INFORMATION:

Chamber Staff has worked hard to make sure that each vendor has ample space and that booth layout is as fair as possible. We strive to maintain a large variety of products in all areas and do not wish to overload any one category however, we do not offer exclusives. As a courtesy to all vendors, changes to booth space and/or layout will not be allowed on the day of the event and rules will apply to EVERYONE.

Sign up for booths are based on a first come, first serve basis – payment MUST be made at time of reservation. Staff will determine the location of each booth - event sponsors will be given preference on booth location. No Food Vendors allowed inside. ALL Food vendors will be outside (Andrews County rules) and MUST have a food handler's license.

- **Set up begins at 10 AM on Friday, April 20. You MUST be set up and ready to open by 5 PM Friday and again by noon Saturday.** *Please Note: Our committee will be busy working the event and will not be available to help set up your booth or transport your merchandise.* Please arrange enough help to set up and tear down in a timely matter. Inside vendors must be out of arena by midnight Saturday, but can return at 8 AM Sunday morning to complete tear down if necessary.
- **Vendors must have vehicles unloaded and moved to vendor parking area - away from booth area by 3:00 PM Friday and 10 AM Saturday** (after that time, vehicles may be towed at the owner's expense).
- Vehicles will NOT be allowed to be parked in the Fire Lane at anytime... NO EXCEPTIONS!
- **Tables and chairs are NOT provided.** You must provide your own for your booth area.
- **Inside booths are 10×10.** If you will need a larger space, you **MUST** pay for an additional booth.
- **All outdoor booths are 12×12.** Entire booth including BBQ pit, generator or 1 (ONE) canopy must fit within this space – if your booth does not fit within this space, you WILL be asked to condense your booth – no exceptions.
 - If you plan to have a BBQ pit or generator, you must let us know so that you can be placed accordingly – if you have not made prior arrangements to have a pit or generator, you will NOT be allowed to use one.
 - If you plan to add a seating area for guests at your booth, YOU MUST PAY FOR THE ADDITIONAL SPACE at the time that you reserve the booth – no exceptions. We will have a tent with tables available to all guests.
 - No stakes will be allowed to tie down canopies (bring buckets with cement or sand bags). Canopies MUST be properly secured – you will be liable for any damage or injury caused by your own negligence in this area.
 - NO music allowed at your booth, entertainment will be provided and announcements will be made throughout the day.

VENDOR RESPONSIBILITIES:

- **Vendors are responsible for transactions at their booths**
 - Texas Sales & Use Tax Permit is required
 - Bring plenty of change - neither festival staff nor arena staff will be able to provide change for your booth.
- **Booth area must be kept neat and clean at all times**
 - You are responsible for trash generated from your booth *and/or by your customers* (in your immediate area).
 - Dispose of trash/litter generated from set up (empty boxes, plastic wrap, food containers, etc.) IN DUMPSTERS on premises *PRIOR to event start.*
 - The trashcans provided are for *event attendees* - please help us control litter by keeping those around your booth emptied.

- Replace trashcan liners (provided) - **DO NOT** put trash into trashcans without properly inserting liners.
- ALL vendors are responsible for cleaning up their area when closing down.
- **Food/Mobile Vendors**
 - Mobile vendors must have current Health Department Permit.
 - The Health Department requires food vendors to wear gloves when handling food and to have a wash bin, bleach, hand sanitizer and meat thermometer available.
 - Food vendors must take used grease with them - DO NOT pour grease on the dirt. **DO NOT** throw it in the trash/dumpster. Used grease should be disposed of properly. **PERFORMANCE CHARGE: \$50.00** – Refundable if you do not move out early and booth area is left clean.

NOTE: **Food Vendors** must provide an acceptable certificate of insurance with *minimum* policy limits of \$500,000 combined single limits (CSL) by April 1, 2018, prior to occupation of facilities. Certificate of Insurance must name Wild, Wild West Fest, Andrews Chamber of Commerce, Festival Sponsors, Andrews County and City of Andrews as additionally insured on the certificate.

The term of such coverage is to coincide with the dates of this WWWF, including move-in and move out (April 20-21, 2018) and must have a 30-day cancellation clause. *Note - Food Vendors will be allowed without proper insurance and Health Department Certification.*

ICE ON SITE:

If you require ice during the event, please visit the Chamber's information trailer located close to the carnival. The charge for ice will be \$5.00 per 20 pound bag.

NEW FIRE CODE:

Food vendors that use BBQ Pits and Smokers that are not in a trailer need to meet fire codes. These vendor spots have been placed accordingly. Your BBQ pits should be placed directly behind your booth and away from traffic - you will be liable should someone be burned by your pit. Fire department personal will be inspecting all food court set ups.

All food vendors should have their Texas Health Dept. Food License OR Temporary Food Permit from Andrews County Posted. Please find the appropriate links to obtain required. Andrews County & the Fire Department will conduct inspections. All vendors must comply with codes through-out the event. The Wild, Wild West Fest Board reserves the right to close your booth for non-compliance with codes at the time the festival opens. These codes were established for the safety of you and our visitors. We appreciate you cooperation in this area.

**Any questions or suggestions, please contact
Andrews Chamber at (432) 523-2695**

Thank you for your cooperation and we wish you a safe and successful weekend!

NOTE!! The following items will NOT be allowed: toys that propel objects, items that promote drug or alcohol use, water balloons, silly string, confetti eggs and/or any products which may cause harm or create a big mess. Vendors caught selling these items will be closed down and no refund will be issued.

Vendors selling products or items that draw complaints from the attending crowd will be asked to put those products/items away and to stop selling them immediately.

Any questionable items will be juried by Wild, Wild West Fest staff - decisions of the staff will be final. If you are unsure about certain products, call the Chamber with your questions before April 18.

Merchandise booths only – NO informational booths allowed.

Wild, Wild West Fest

Andrews Chamber of Commerce • 700 W. Broadway • Andrews, TX 79714
ACE Arena (festival location) • 1441 E. Broadway • Andrews, TX 79714

Friday, April 20 (Vendor Times: 5 PM – 9 PM Inside / 5 PM – 11 PM Outside)
Saturday, April 21 (Vendor Times: Noon – 9 PM Inside / Noon – 11 PM Outside)
You may begin setting up your booth at 10 AM on Friday, April 20 at ACE Arena

Booths Reserved on a First Come Basis - Reserve Early for Best Placement

Foyer Booth: \$120 (10x10) \$175 (10X20) \$225 (10X30) ALL Foyer Booths Include Electricity
Arena Floor Booth: \$70 (10X10) \$125 (10X20) \$175 (10X30) Add \$25 for Electricity
Outside Booth (include trailer tongue/seating/canopy/BBQ pit, etc.): \$100 (12X12) \$150 (12X24) \$200 (12X36)
Outside Vendors must provide own generator and water – electricity NOT provided
Ice will be sold on site for \$5 per 20 pound bag

NO Refunds after April 1, 2018! Sorry, but we are UNABLE to make exceptions!!

Organization Name: _____
Contact Person: _____
Address: _____
Phone & E-mail: _____

_____ Outside Vendor	12 X _____ = \$ _____	(+ <u>\$50</u> Performance Fee - REFUNDABLE)	TOTAL = \$ _____
_____ Foyer Vendor	10 X _____ = \$ _____	(ALL Foyer Booths Include Electricity)	TOTAL = \$ _____
_____ Arena Floor	10 X _____ = \$ _____	(+ <u>\$25</u> Electric / Non-Electric + <u>\$0</u>)	TOTAL = \$ _____

Please indicate electric choice by circling one

Items to be sold: _____

No water balloons, silly string, confetti eggs or any product that may cause harm or a big mess allowed.
No garage sale type items - NO EXCEPTIONS! Any vendor caught selling these items will be closed and no refund given.
Chamber reserves the right to review all booths for compliance with stated rules.

Payment Information

Cash _____ Check/Money Order # _____
Visa/MasterCard/Debit _____ Exp. _____ CVV Code _____ Billing Zip _____
Signature _____ Date _____

Food Vendors:

MUST furnish a certificate of liability insurance showing coverage of \$500,000 CSL **Included** _____ / **Date Faxed** _____

The Return of your application does not guarantee a booth for this year's event.

I have read the rules and regulations stipulated for this Festival and I fully understand and agree to abide to them.

Make Checks payable to: Andrews Chamber of Commerce • 700 West Broadway • Andrews, TX 79714