

# 6th Annual Early, Texas Showcase

(Formally known as Pioneer Days)

3<sup>rd</sup> Weekend in September (Event times)

**Friday, September 14<sup>th</sup>, 2018 5:00 pm – 9:00pm**

**Saturday September 15<sup>th</sup>, 2018 9:00 am – Midnight**

**Sunday, September 16<sup>th</sup>, 2018 9:00am – 5:00pm**

**Early City Park**

Dear Vendors,

Visit Early and the Early Chamber of Commerce would like to invite you to the 2018 Early, TX Showcase at the Early City Park. We are planning another successful year and hope that you join us in the fun Family filled event. This event will be held the 3<sup>rd</sup> weekend in September.

You are receiving this packet because you have previously attended Pioneer Days or have been a vendor at other functions. If you are no longer a vendor or wish to be removed from our mailing list, please let us know. We have exciting plans this year and look forward to welcoming you at the Early, TX Showcase!

When signing the vendor application you are acknowledging all rules and regulations contained within this packet. **If paperwork is not signed or properly filled out, it will be returned. If payment is not included, it will not be considered as a valid registration packet and you will not be assigned a booth. All applications must be received by Monday August 27, 2018 – to guarantee publication listing. No applications will be received after 5 PM on Sept. 7<sup>th</sup>, 2018.**

We have enclosed a Vendor Application, our Rules & Regulations, and Electrical Connection Requirements. This information is also posted on the Visit Early website: [www.visitearlytexas.com](http://www.visitearlytexas.com)

All Vendor applications are subject to approval and there can only be one of each Vendor. (Example: Tupperware, Scentsy, Damsel in Defense, etc; Crafts cannot be just alike.) **Food items will be first come first serve please make sure you list each item you have to offer!**

This year we have included the following as part of Early, TX Showcase: 5k run, baseball/softball tournament (estimated 32 teams), BBQ cook-off, horseshoe/washer tournament, Corn hole tournament Pioneer Man and Woman contest, children's area, karaoke, entertainment area in food court and, of course, Roger Creager & Sam Riggs & a fireworks show. Last year Early Pioneer Days had over 3500 visitors. We will have a church service on Sunday morning, as well as baseball/softball, and other planned events.

**Please review the attached Policy and Operating Procedures, complete the vendor application and return it with payment by Monday August 27<sup>th</sup>, 2018.**

**Please share this information and invite other vendors we may have missed!**

Thank you,

Shannan Burch

Please mail applications to:

Early Chamber of Commerce

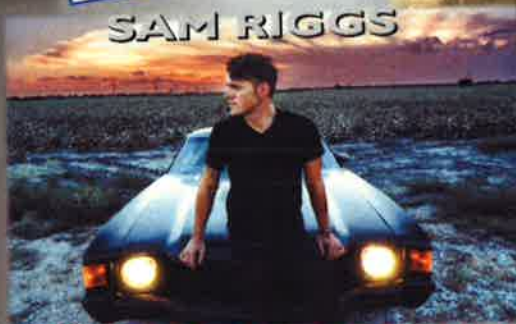
104 E. Industrial Box #2, Early, TX 76802



# EARLY, TEXAS SHOWCASE

*\*Formerly known as Early Pioneer Days*

**The place to be the  
3rd Weekend in September  
September 13th, 14th, 15th & 16th**



**Concert:  
Saturday Night,  
September 15th, on the  
Circle B Bar Ranch Stage**

## **FUN FOR THE WHOLE FAMILY**

- \*RYAN CONSTRUCTION FIREWORK SHOW\*
- \* ANDY'S PEST TROOPERS KARAOKE & DAV STAGE \* CARNIVAL \*
- \* CONNELLY SOFTBALL TOURNAMENT \* DIAMOND R STORE & CAFE VENDOR ROW \*
- \* HORSESHOE/WASHER/CORNHOLE TOURNAMENT \*
- \* MILLS COUNTY STATE BANK BASEBALL TOURNAMENT
- \* PIONEER MAN/WOMAN COMPETITION \* 5K \*
- \* SOUTH PARK MEDICAL PLAZA COOK-OFF \*
- \* UNITED SUPERMARKET FOOD COURT \*
- \* PARKING PROVIDE BY LONGHORN TOWNHOMES \*

# Early, TX Showcase Food Vendor Application

Friday, Sept. 14<sup>th</sup> = 5pm – 10pm, Saturday, Sept. 15<sup>th</sup> = 9am – Midnight & Sunday, Sept. 16<sup>th</sup> = 9am– 5pm

Early City Park

## FOOD VENDOR APPLICATION

BUSINESS NAME: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NO: (DAY) \_\_\_\_\_ (CELL/NIGHT) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**DEADLINE DATE: Aug. 27<sup>th</sup> at 5PM, 2018 for publication. (NO APPLICATIONS WILL BE ACCEPTED AFTER Sept 7<sup>th</sup>, 2018 at 5PM, – NO EXCEPTIONS!)**

### Pricing:

\$100.00 per booth for 15 x 15 space

\$25.00 additional for electricity – *see attached connection requirements.*

Booth Type(s): **FOOD**

**List type of items for sale. If this section is left blank your application will be rejected and money will be returned. This is for tax and/or health department purposes. You may only sale what you have listed on the application. DO NOT ADD MENU ITEMS THAT ARE NOT LESITED! Thank you.**

Using vending trailer? YES NO If YES, length of trailer \_\_\_\_\_

If YES, is trailer enclosed? YES NO (Measurements should be from end to end)

Using BBQ Pit YES NO If YES, length of pit \_\_\_\_\_

ALL BOOTH SPACES 15 X 15 # of booths \_\_\_\_\_ X \$100.00 \$ \_\_\_\_\_

Electricity YES NO If YES \$25.00 \$ \_\_\_\_\_

TOTAL AMOUNT DUE \$ \_\_\_\_\_

All Checks or Money Orders should be made payable to: **Early Chamber of Commerce**

**SPACES ARE LIMITED – Hurry and get your applications in!**

**I will set up on Friday evening before 4pm and be open from 5pm-10pm (No setup on Saturday because there will be other activities in the area Saturday morning.) On Saturday, September 15<sup>th</sup> I will be open from 9am – Midnight, and Sunday, September 16<sup>th</sup>, I will be open from 9am-5pm**  
**OVERNIGHT SECURITY WILL BE PROVIDED FOR THE ENTIRE EVENT**

*I agree to abide by the rules and regulations as stated and further agree that I will not hold the Early Chamber of Commerce or City of Early liable for damages to person, property or theft of merchandise or displays during Early, TX Showcase. I will be responsible for collecting and remitting my own sales tax for sales made at Early, TX Showcase.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Early, TX Showcase Food Vendor

**Please read and initial the following:**

\_\_\_\_\_ I understand that I must be set up on Friday, September 14, 2018 by 4:00pm and ready to open at 5:00pm  
Money will not be refunded if you are not set up by the deadline time.

\_\_\_\_\_ I understand that there is NO OPTION to set up on Saturday, September 15, 2018

\_\_\_\_\_ I will be open from 5pm to 10pm on Friday, September 14, 2018

\_\_\_\_\_ I will be open from 9am to midnight (I am required to stay open during the concert) on Saturday, September 15, 2018

\_\_\_\_\_ I will be open from 9am to 5pm on Sunday, September 16, 2018

\_\_\_\_\_ I understand that all trailers and vehicles MUST be moved out of the vendor area by 4pm on Friday, September 14, 2018 and will not be allowed to return until after 5pm on Sunday, September 16, 2018

\_\_\_\_\_ I understand that my booth must be manned at all times

\_\_\_\_\_ I understand that I am responsible for my own tables, chairs, props, canopies, and extension cords

\_\_\_\_\_ I understand that I may not "piggy back" electricity from another vendor. If I do so, I will be asked to leave and I will not receive a refund.

\_\_\_\_\_ I have received and understand the extension cord and connection requirements.

\_\_\_\_\_ I understand that there are no shaded areas. I must provide my own canopies and weights to hold canopies in place.

\_\_\_\_\_ I understand that **ALL vendors who are selling products/services for profit must have a Sales Tax ID number issued by the Texas Comptroller's Office. For more information, they can be reached at 325-695-4323 or on the web at [www.comptroller.texas.gov](http://www.comptroller.texas.gov).** You will be required to show your number upon arrival or you will be denied entrance and forfeit your booth fee(s). **Remember, this is a legal requirement of the State of Texas. This form is due with your completed application.**

\_\_\_\_\_ I understand that all **Food vendors** are required to have a **temporary 3-day permit from the Brownwood/Brown County Health Department. Contact them at 325-646-0554 for more information. This form is due with your completed application.**

\_\_\_\_\_ **I understand that food vendors** that are not in an enclosed space and using deep fryers are required to have a 3' barrier around the fryer for safety purposes.

\_\_\_\_\_ I understand that I must have a chemical fire extinguisher that must be within current date and in working order.

\_\_\_\_\_ I understand that if I am a non-profit organization, I am required to post a sign somewhere visible within my booth space that reads "NON-PROFIT."

\_\_\_\_\_ I understand that by signing the Vendor Application releases and the undersigned holds harmless the Early Chamber of Commerce, the Early Convention and Visitors Bureau, and the City of Early from any liability for bodily injury, property loss and damage as a result of participation in Early, TX Showcase.

\_\_\_\_\_ I UNDERSTAND THAT IF I VIOLATE ANY OF THE RULES AND REGULATIONS OF THIS EVENT, I WILL BE ASKED TO LEAVE IMMEDIATELY, FORFEIT ALL MONIES PAID, AND MAY BE BANNED FROM FUTURE EVENTS.

**OVERNIGHT SECURITY WILL BE PROVIDED FOR THE ENTIRE EVENT**

**I have read all the rules and regulations and by signing, agree to abide by them.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Electrical Requirements for Early, TX Showcase Vendors

### All Vendors:

We will supply 120 Volt 20 Amp GFCI Protected receptacles to the vendors.

- You are responsible for your own cords and 3-way adapters
- All cords must be outdoor rated

See pictures below

- All cords must be grounded (3 prongs)
- All cords must be a minimum of 16 Gauge
- All cords must be in good condition

No cuts

No frayed wires

No tape on the cords

### Food Vendors:

- If you cannot plug your equipment into a standard receptacle, you will need to provide your own generator.
- Please understand that motors and heating elements may trip GFCI receptacles. **We cannot bypass the GFCI under any circumstances.**

The power we provide is meant to be for general purpose use and not to supply every person's electrical requirements



Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Additional Information

Will you require electricity overnight? Yes No

Will you need ice? Yes No

If you will need ice, how many bags do you estimate that you will need? \_\_\_\_\_

**\*We will have ice on the premises. Will be located in the vendor area spot**

**#3. Ice will be paid for at the time of pick up. (Cash, check or debit)**