

# 2019 San Antonio Highland Games and Celtic Festival

## Merchandise Vendor Criteria

### Vendor Spaces & Sites:

Vendors are provided a space on the Fair Grounds determined by the size of space requested & paid for by the vendor. Vendors are responsible for their own canopy, tent or shelter, display fixtures, shelves, storage and labor. The area for vendors is among a stand of oak trees, tents higher than 12' may be placed on the perimeter. Please be aware of the tree roots and other flora when staking your tent, help us to protect and preserve the natural environment of the festival grounds. **A limited number of cinder block booths are available for rent. They are approximately 10' X 10' and available on a first requested, first served basis. There is no additional charge for one of these spaces; however, understand that these booths open to the back and may not be conducive for all types of merchandise. If you would like to request one of these cinder block booths, please write a note on your application.** Please note that all vendors must sell some merchandise that fits within the theme of the festival (i.e. Celtic) and the vendor coordinator reserves the right to reject any vendor based upon merchandise selection, festival reputation, or customer feedback.

### Dates & Times:

Friday, 5 April 2019	9 AM – 6 PM Load in and set-up merchandise vendors
Saturday, 6 April 2019	7 AM – 9 AM Load in and set-up merchandise vendors 9 AM – 8 PM Open for business
Sunday, 7 April 2019	11 AM – 6 PM Open for business 6 PM – 10 PM Strike tents and load out merchandise vendors
Monday, 8 April 2019	10AM – 12 PM Strike tents and load out merchandise vendors

### Fees:

10' x 10' Vendor Space	\$115.00	Folding Chairs	\$ 1.00 ea.
10' x 20' Vendor Space	\$175.00	Tables	\$ 10.00 ea.
20' x 20' Vendor Space	\$200.00	120 V Electrical Connection	\$ 25.00
30' x 20' Vendor Space	\$300.00	20 <sup>th</sup> Anniversary T-shirt	\$10.00-\$13.00
40' x 20' Vendor Space	\$400.00		

Please make checks or money orders payable to San Antonio Highland Games Association or SAHGA.

### Table & Chair Delivery Process:

During setup on Friday we will be delivering tables and chairs to those vendors who have paid to rent them. We cannot guarantee availability of tables and chairs to vendors who request them on the Friday of set up if you have not previously ordered and paid for them. Additionally, we cannot guarantee what time the tables will be delivered to the grounds on Friday, so you may arrive to your booth location before you tables arrive. We make every effort to deliver them to your booth space as soon as we can, but please know if it's not there when you are, we're working on it.

### State Sales Tax:

All vendors are responsible for collecting and paying Texas State Sales Tax as applicable to their product. You may obtain more information or a tax permit at the State Comptroller's web site: [www.window.state.tx.us](http://www.window.state.tx.us).

### Vendor grounds locations:

We will do our best to provide the same space for repeat vendors or accommodate change requests, however we cannot guarantee a specific space. It is in our best interests and yours to create an inviting and engaging experience for our guests and that is our primary focus.

**Insurance:**

Prior to March 19, 2019, all vendors at our Games must provide the San Antonio Highland Games Association with a copy of their Certificate of Liability in the amount of \$1,000,000. **The following must be listed as an additional insured as San Antonio Highland Games Association, Helotes Festival Grounds, 12210 Leslie Road, Helotes, TX 78023.** If you do not have an insurance policy for at least this amount, you must purchase a two-day policy from the San Antonio Highland Games Association (SAHGA). At the date of this notice, the cost is \$45 for our two-day event. If you need to purchase this insurance, simply add the insurance costs to your vendor fees on the application form.

**Temporary Food Facility Permit:**

The City of Helotes has an online application process where you can apply for, pay for, and receive the permit yourself. Please visit <https://www.helotes-tx.gov/temporary-food-permit/> to submit your application **NO LATER THAN 21 March 2019.** Vendors selling any food products, pre-packaged or otherwise, will be required to obtain a temporary food facility permit for the weekend. **The permit fee of \$63.20 (free for non-profit organizations) must be paid at the time the permit is applied for. The festival address to use on the application is: Helotes Festival Grounds, 12210 Leslie Road, Helotes, TX 78023. Please send me a copy of the permit once you receive it so I have a copy for my records. You may email it to me at [Vendors@SAHGA.org](mailto:Vendors@SAHGA.org). You must maintain a copy of your temporary food permit at your booth during the entire event.**

**Electricity:**

All standard power receptacles on the grounds are 120V. Vendors who pay for power will have access to these receptacles, but will need their own extension cords. **If you need anything other than this 120V, it must be coordinated with me at least two weeks prior to the event and additional fees may be applied.**

**Hotels:**

We will be negotiating with several local motels/hotels to offer discounted room rates for those identifying themselves as part of the San Antonio Highland Games. This document will be updated once the discounted rates are negotiated. Check back soon for this list.

**On-Site Camping:**

The Helotes Festival Association allows camping in RVs in the parking lot at the site. RVs must park on the north-east corner of the parking lot away from the main entrance. There are no W/S/E hook-ups. The grounds are locked every night so access is restricted after 10PM. To use the parking area for RV camping, you must first notify us at [info@sahga.org](mailto:info@sahga.org).

**Check-In:**

There will be a check-in booth at the fence gate leading into the Festival grounds. One of our volunteers will be there Friday 9AM-6PM to check in vendors and assist them in locating their booth sites. Terrah Shaw will be at the Festival grounds Friday and Saturday to help vendors and answer questions.