

## **2019 Trinity Valley Exposition Fair & Rodeo**

### **Booth Space Leasing Information**

**Location:** TVE Fairgrounds, 321 Wallisville Rd., (FM563), Liberty, Texas 77575  
TVE Office Ph. # 936-336-7455

## **Exhibit Hall Vendors**

### **Show Dates/ Times:**

Monday, Oct. 14, 2019	MOVE IN	9:00 AM – 7:00 PM
Tuesday, Oct. 15, 2019	Open To Public	5:00 PM – 10:00 PM
Wednesday, Oct. 16, 2019	Open To Public	11:00 AM – 11:00 PM
Thursday, Oct. 17, 2019	Open To Public	5:00 PM – 11:00 PM
Friday, Oct. 18, 2019	Open To Public	5:00 PM – 12:00 AM
Saturday, Oct. 19, 2019	Open To Public	10:00 AM – 12:00 AM
Sunday, Oct. 20, 2019	MOVE OUT	8:00 AM-12:00 PM

**NOTE:** The Exhibit Hall times are subject to change as deemed necessary by committee chairman. Please expect to be there for at least 30 minutes later to allow time for the remaining customers to finish up business so that we may lock up the expo hall for the night.

Booths must be opened and maintained during all hours of operation as listed above.

**All Vendors must be in place by 7:00 PM Monday Oct. 14- NO EXCEPTIONS**

Expo Hall Vendors may enter their booth space area 15 minutes prior to opening times.

No one may begin disassembly prior to 8:00 AM on Sunday Oct. 20. Items left after 12:00 Sunday October 20, 2019 will be subject to rental and/or towing charges.

### **Areas/Fees:**

Exhibit Hall	Inside	10 x 8 space	Center Aisle	\$250.00 each
Exhibit Hall	Inside	10 X 8 space	Outer Aisle	\$175.00 each

NO SOFT DRINKS, WATER, or FOOD can be sold inside the Exhibit Hall.

### **Decorations:**

Colored Curtains are provided as a back drop

## **GENERAL RULES:**

1. Upon arrival Monday, October 14, 2019 all vendors will check-in at the designated table in the Exhibit Hall. You will not be allowed to proceed with setting up until you have been cleared at check-in.
2. Parking passes will be issued at check-in but only after we have checked that all paperwork and fees have been collected. Parking and Vendor passes for entrance to the grounds will also be given at this time. There will be a set number for each vendor and there will be no extras given. For extra workers, carpooling is advised.
3. All sales and promotions must be conducted inside the exhibitor's booth space, not in the aisles or walking around the fair grounds. All equipment must be inside the exhibitor's booth space and must not encroach into the aisle or other booth spaces.
4. The TVE reserves the right to prohibit sales or distribution of any and all printed items which may be considered objectionable to the organization.
5. For all raffles: All drawings must be given away during the Fair dates and must be approved through the TVE office. A LIST OF WINNERS MUST BE TURNED IN TO THE TVE OFFICE.
6. No audio speakers to broadcast information or music will be allowed inside or outside booth spaces.
7. No golf carts, 4 wheelers, or ATV's of any kind will be allowed by anyone except the TVE Board.
8. Areas inside and around booths must be kept clean at all times. No disposing of grease, dirty water, food, etc. on the grounds.
9. The TVE assumes NO RESPONSIBILITY for Workmen's Compensation, FICA, or Withholding Taxes for any and all employees or agents that work in the booth spaces, and shall not be responsible for sales tax.
10. Booth space leaser agrees NOT to hold TVE and its agents responsible for any and all liability whatsoever.
11. No Generators Allowed
12. Food vendor spaces are limited to 20 X 20; trailer size with tongue must not exceed this space.
13. All food vendors must pay commissions at the information window daily between 4:00-5:00 pm- NO EXCEPTIONS- Gross 5% Non Profit and 10% Profit.
14. All Vendors must be in place no later than 7:00 Monday Oct. 14. We have a strict schedule and this rule must be followed.