



Presented by:

*Brookshire Brothers*

**TEXAS STATE FOREST FESTIVAL**

**SEPTEMBER 18-22, 2019**

**2019 MARKET DAY VENDOR**

**RULES & REGULATIONS**

## 2019 VENDOR TIMELINE

Deadline for Previous Vendors to Renew for 2019.....	July 5, 2019
Applications/Final Payment due to the Texas State Forest Festival.....	September 6, 2019
Friday Move-In Time.....	Friday, September 20, 10:00PM
Saturday Move-In Time.....	Saturday, September 21, 7:00AM
ALL Friday Set-Up Completed.....	Friday, September 20, 12:00AM
ALL Saturday Set-Up Completed.....	Saturday, September 21, 9:00AM
Booth Tear-Down begins.....	Saturday, September 21, 10:00PM

### VENDOR DEPARTMENT CONTACT INFORMATION

Texas State Forest Festival  
Meghan Wagner – Vendor Coordinator  
1615 S. Chestnut St.  
Lufkin, Texas 75901  
MWagner@LufkinTexas.org

**TEXAS STATE FOREST FESTIVAL**  
**MARKET DAY VENDOR**  
**GENERAL RULES & REGULATIONS**

The Texas State Forest Festival has established rules for Market Day Vendors not to prohibit sales, but to allow for a safe and attractive environment for the fair-going public's experience. The rules and regulations provided are intended to ensure a level playing field for all Market Day Vendors while providing a quality and safe product for the public. Your success is the Texas State Forest Festival's success. To ensure such, everyone needs to understand these rules and regulations.

**1. Interpretation and Violation of Rules:** The Texas State Forest Festival Management reserves the final and absolute right to interpret these rules and settle and determine all matters, questions and differences in regard thereto or otherwise arising out of or connected with, or incident to, and to amend or add to these rules as its judgment may determine. Any Market Day Vendor who violates any of the rules will forfeit all privileges and be subject to such penalty as the Executive Committee may order.

The Texas State Forest Festival Board of Directors shall have the further right to delegate any or all of the rights, authorities and responsibilities which it has under these Rules to such Show Officials as it deems appropriate.

**2. Application:** The application form is available for download at [www.TexasStateForestFestival.com](http://www.TexasStateForestFestival.com). The application deadline is Friday, September 6, 2019. Applications must be submitted to Texas State Forest Festival, Attention – Meghan Wagner, 1615 S. Chestnut St. Lufkin, TX 75901. **Market Day Vendors will not be considered without a completed and signed application, deposit and photos of your booth/trailer. Note– booths cannot be shared or subleased. Booth location will be decided on by the Market Day Vendor Coordinator.**

**3. Background Checks:** The Texas State Forest Festival reserves the right to conduct background checks on any individuals and/or Market Day Vendor. If the background check results do not comply with the Texas State Forest Festival policies and standards, then the Texas State Forest Festival Management has the right to revoke the contract and any payments made to the Texas State Forest Festival shall be forfeited.

**4. Photo and Measurements of Booth/Trailer Requirement:** Each Market Day Vendor must provide exact measurements and a photo of the booth/trailer they intend to bring to the event. Photo must be included in application. If the booth/trailer at the event does not represent the submitted measurements and photo, then the Texas State Forest Festival has the right to collect additional fees and/or remove the booth/trailer from the premises and revoke the contract and any payments made to the Texas State Forest Festival shall be forfeited.

**5. Acceptable Items for Sale or Display:** **ALL items to be sold or displayed MUST be listed on the application when submitted to the Texas State Forest Festival Office.** The Texas State Forest Festival Management will review the list and return a copy of the form to Market Day Vendors with a list of approved items for sale or display if the application is accepted. Once a contract is issued, you may NOT display or sell any additional items without approval from the Vendor Coordinator. Please be specific on the application. General words such as “handcrafts, t-shirts, sweatshirts, clothing, toys, hats, novelties, gift items, accessories, jewelry, imports,” etc. are **NOT** acceptable. You may use an additional sheet to describe your items if there is not enough room on the application. The Texas State Forest Festival Management will periodically monitor Market Day Vendor booths to ensure that only approved items are being sold or displayed. Failure to comply with this rule will result in immediate eviction from the grounds and forfeiture of all fees paid.

**6. Offensive Items:** The Texas State Forest Festival Management reserves the right to prohibit the sale, rental or display of any item that the Texas State Forest Festival Management reasonably deems objectionable from the standpoint of taste, quality or compatibility with the Texas State Forest Festival mission. Some items that will not be considered for sale, give away or rental include but are not limited to: **weapons of any kind, lasers, high powered water guns, rubber band guns, toy guns, products made from any endangered animals, unsafe, obscene or foul language, pornographic or drug related items.** The Texas State Forest Festival Management reserves the right approve and/or disapprove the sale of any item that might be offensive or unsafe towards festival goers.

7. **Electrical Reservation:** All Market Day Vendors need to clarify on the application the type of electricity needed. Please fill out the electrical amperage information (on the vendor application) for proper planning for your electrical needs. **Each Vendor is responsible for supplying their own extension cord at least 50' in length and specialty plug if needed.** No pig-ears or tie-ins will be allowed, and vendors must be aware of their plug size for availability. The Market Day Vendor Coordinator will alert applicants by September 2, 2019 with any concerns of electrical requirements.

8. **Contract Execution:** If a Market Day Vendor's application and deposit are accepted, the Texas State Forest Festival will send the Vendor a formal contract for signature. The Market Day Vendor will have 14 days to sign and return the contract. The remaining balance is due to the Texas State Forest Festival office no later than September 6, 2019. Applications accepted after September 6, 2019 must be paid in full upon receipt of signed contract. Failure to respond by appropriate deadlines will result in cancellation of booth and forfeiture of any deposit.

9. **Booth Staffing Requirements:** It is the responsibility of the Market Day Vendor to ensure that their booth is staffed at all times during the shows hours of operation. Booths that do not comply will not be allowed back to future shows on the Festival grounds.

It is also the Market Day Vendors' responsibility to make sure that all employees are familiar with the Rules and Regulations, knowledgeable about the products or services sold in the booth, appropriate in appearance, and courteous to all show visitors, exhibitors, staff and volunteers.

10. **Refunds:** **There will be no refunds, for any reason after September 6, 2019.**

Texas State Forest Festival requests that all Market Day Vendors have a reasonable return/refund/exchange policy for customers during the Festival. If refunds are not offered by exhibitors, signage must be clearly displayed in the exhibit booth/space stating that refunds are not offered.

11. **Returned Checks:** If you write a check that is returned for any reason, your check writing privileges will be lost and a fee of \$50.00 will be charged. Any future payments to Texas State Forest Festival must be done by cash, money order, cashier's check or credit card.

12. **Alcohol:** **NO** Market Day Vendors will be allowed to sell alcoholic beverages at any time. Market Day Vendors are also **not** allowed to consume alcoholic beverages or be under the influence of alcohol while working on the Texas State Forest Festival property. Violators will be removed from the festival grounds and will not be allowed back on festival grounds during the remaining hours of operation.

13. **Advertising:** **In order to retain consistency and "fairness at the fair," Market Day Vendors are not allowed to advertise or promote their products in any Festival locations other than the ones designated** within the agreement and all business dealings are to be conducted within the space designated within the agreement. **No shouting/loud or distracting music, voices or noises are allowed to attract visitors into your booth.**

The Texas State Forest Festival and any other trademark or artwork used by the festival cannot be used on any products and/or marketing materials such as advertisements promotions, other forms or materials without written consent from the Texas State Forest Festival Marketing Department.

**Use of Name or Official Logo:** No Market Day Vendor may use the official event name, Texas State Forest Festival, or its logo without prior written consent from the Texas State Forest Festival Management. This includes the use of the names or logo for any marketing materials, media, or promotions.

14. **Third Party Relationships:** Market Day Vendors may not endorse, display, promote or sell any third party relationships. Any violation of this will result in immediate removal of the conflicting booth from the grounds and the Texas State Forest Festival will revoke the contract and any payments made to the Texas State Forest Festival shall be forfeited.

15. **Pets:** **No pets allowed on Festival grounds.**

16. **Prohibited Items:** No weapons of any sort, illegal substances, bicycles, motorized bicycles, skateboards, hover boards, roller skates or pets are allowed within the Festival grounds.

17. **Security:** There will be 24-hour grounds security throughout the event. According to the terms of the contract the Texas State Forest Festival assumes no responsibility for any items during festival hours, any items left before or after festival hours, or claims suffered by any loss or theft. Each Retail/Non-Retail Vendor is responsible for their merchandise and equipment.

## **OPERATIONAL RULES**

18. **Check-in:** The following are guidelines put in place to make the arrival and setup of your space accommodating:

**All Market Day Vendors must check in at the Vendors Table located in the corresponding barn. Prior to beginning move-in or unloading exhibits/trailers.**

- Insurance Clearance (**Food Vendors ONLY**) – FOOD VENDORS ARE REQUIRED TO CARRY A \$1,000,000 LIABILITY INSURANCE POLICY.
- Tax Identification Number - RETAIL/MARKET DAY VENDORS ARE REQUIRED TO SUBMIT TAX ID INFORMATION (Tax ID Number or Tax Exemption Form)
- Signed Acknowledgment & Understanding of Rules & Regulations Agreement
- Purchase additional parking passes/ Vendor passes
- Confirm balance paid in full
- Texas State Sales Tax Number on file
- Vendor Packet will be provided

(Each Market Day Vendor will not receive the Vendor Packet or be able to set up the contracted space without meeting the requirements listed above).

- Exhibits Staff will escort you to your purchased location

**Commercial Vendor Move-In Dates:** Market Day Vendors may set up their booths on one or both of the following dates:

Friday, September 20th | 10:00PM - 12:00AM

Saturday, September 21st | 7:00AM - 9:00AM

No vehicles are allowed in the Market Day Vendors pavilion. Please do not arrive on the Festival grounds prior to your move-in time. Violation of this privilege will result in immediate cancellation of contract and forfeiture of fees paid. Market Day Vendors must be completely set-up and have their booth approved no later than 8:30AM, Saturday, September 21, 2019. Vendors will not be allowed to disassemble their booth until 10:00PM Saturday, September 21, 2019.

**Friday Set-Up Time:** Friday, September 20, 2019 10:00PM to 12:00AM. Everyone **MUST** be completely set-up and approved by 12:00AM, Friday, September 20, 2019.

**Saturday Set-Up Time:** Saturday, September 21, 2019 7:00AM to 9:00AM. Everyone **MUST** be completely set-up and approved by 8:30AM Saturday, September 21, 2019.

**\*\*\*ALL VEHICLES MUST BE OFF FESTIVAL GROUNDS 8:30AM.\*\*\***

19. **Commercial Vendor Move-Out/Tear Down:** ALL Market Day Vendors must keep their booths up and running until 10:00PM on Saturday, September 21, 2019. Those vendors who begin tearing down their booth space before 10:00PM on Saturday, will not be allowed to return as a vendor in the following years. We want each and every festival goer to have the same great experience as the last. Therefore, we request all booths remain open for the full length of the festival.

20. **State Sales Tax ID Number:** Market Day Vendors are responsible for displaying their Texas Sales Tax Permit and collecting sales tax on items sold. The Texas State Forest Festival MUST have your number on-file in the office with final payment or contract will be canceled.

21. **Golf Carts, Scooters and other Motorized Vehicles:** Must be off fairgrounds by **8:30AM**.

22. **Credentials:** Each Market Day Vendor will be required to purchase his and his employees, or agents credentials for admission to the festival other than those complimentary credentials that come with the space, **additional credentials are \$10 each**. Parking for Market Day Vendors comes complimentary with your supplied credentials. Parking passes on the Festival grounds are available for an additional price. **RV parking (water and electricity only) and stock trailer parking is available for \$25 a night and are on a first come first serve basis, please call the Expo Center to reserve your space 936-637-3976.**

**Each Market Day Vendor booth receives: One (1) car pass  
Two (2) gate passes**

**Car Passes must be visible to enter Vendor parking area. All Market Day Vendors must have their admission credentials at all times or purchase General Admission ticket at front gate. NO EXCEPTIONS.**

23. **Hours of Operation:** Failure to comply with this rule will result in immediate eviction from the grounds and forfeiture of all fees paid.

All market Day Vendors **MUST** remain open during the following hours:

**Saturday, September 21, 2019 | 9:00AM to 10:00PM**

**\*Vendors are NOT allowed to start tearing down their booths until (Time) on Saturday.**

24. **Cleanliness of Booth Area:** Each Market Day Vendor is responsible for maintaining a neat and clean booth area. All garbage, boxes, materials, coverings and non-display items must be removed and all cleaning must be completed at least 30 minutes prior to opening each day. The Texas State Forest Festival will provide trash receptacles throughout the grounds. The Vendor Coordinator should be contacted if an area needs to be cleaned or a trash receptacle needs to be emptied.

25. **Screens:** Market Day Vendor booths or trailers must have visual screening to hide approved preparation areas from public view. Screens must be designed to look like the booth. They must be big enough to surround the entire preparation area of the booth, stand or trailer. All trailers must have proper skirting around the perimeter to hide the undercarriage, wheels or chassis and trailer hitch.

26. **Signage:** Each Market Day Vendor's booth must post a sign, visible to the public, which states the company name, menu (if applicable), and prices. The signs must be of a professional nature. No handmade signs will be allowed. Menu and prices cannot change once the application has been submitted and approved. Signs must be placed NO more than 1 foot from the trailers or booth space. **SIGNS MUST REMAIN IN THE CONTRACTED SPACE.**

27. **Decorating Services:** **The Texas State Forest Festival will no longer be providing pipe and drapes to divide booths. All Vendors are responsible for bringing any tables, chairs, and/or signage needed for their booth.** Vendors are responsible for his/her own equipment in case of loss or damage. **PLEASE NOTE: VENDOR SPACES ARE A STANDARD 10X10 OR 10X20. SOME SPACES ARE IRREGULAR IN SIZE AS COLUMNS MAY BE PRESENT. PRICE WILL REMAIN THE SAME.**

28. **Health Code Requirements:** All Market Day Vendors that are selling/sampling food products must meet the Angelina County Health Department requirements. **It is the Market Day Vendor's responsibility to obtain a Food Permit if it is required.** Non-compliance with health codes is considered a breach of contract. **YOU MAY NOT OPERATE WITHOUT A VALID PERMIT.**

29. **VENDOR ITEMS:** We do not guarantee to only allow one (1) vendor of any type of item. No booth may give away nor sell any food or drinks except as approved by the Texas State Forest Festival Vendor Committee. Texas State Forest Festival reserves the right to refuse any Vendor.

30. **Market Day Vendor Location:** It is the responsibility of the Texas State Forest Festival to place all vendors. It is the right of the Texas State Forest Festival to move any booth/trailer to any location if it is in the best interest of the fair. This movement will be the sole decision of the Texas State Forest Festival Vendor Committee.

31. **LIABILITY CLAUSE:** The Texas State Forest Festival, its Directors and Officers will not be liable for any loss or damage to the property of the Market Day Vendors, or its employees, agents or guests due to fire, smoke, water, electric current or failure of the same, accident of any kind, nor from any other cause whatsoever. The Texas State Forest Festival will not be liable for injuries of any Commercial Vendors, their employees, agents or guests, for damages or injuries arising from anyway connected with the use of occupancy of space in the show. The Market Day Vendor agrees to indemnify and hold harmless the Texas State Forest Festival and its employees against any and all claims of any person whatsoever arising out of acts or omissions of Market Day Vendors, its employees, agents and/or guests.

32. **Rain Information:** In the event of rain and/or muddy conditions on the fairgrounds, shavings will be available to all Market Day Vendors but must be purchased at a discounted price.

## **Acknowledgment & Understanding of Rules & Regulations**

I, \_\_\_\_\_, applicant for Market Day Vendor at the Texas State Forest Festival, Lufkin, Texas, have read and agree to the 2019 Texas State Forest Festival Commercial Vendor Rules & Regulations as set forth in the Commercial Vendor packet. I understand that a violation of any of the rules and regulations will result in immediate cancellation of my contract and forfeiture of fees paid. I also understand that once all initial paperwork is processed and accepted by the Texas State Forest Festival staff, a contract will be issued and must be signed and returned no later than the date posted on the contract to guarantee booth space.

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Signature

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Date

### **PLEASE MAKE SURE YOU HAVE THE FOLLOWING TURNED IN WITH THIS APPLICATION:**

- 1. A completed Application and Deposit**
- 2. Photos and Measurements of your booth/trailer set-up  
that you intend to bring**
- 3. COMPLETE LIST OF ALL PRODUCTS & SERVICES**
- 4. Copy of the 2019 Rules and Regulations**

**Initial at the bottom of each page, sign and date page 8**