

WACO CULTURAL ARTS FEST

All fees are non-refundable if accepted

Cash exchange / no coupons. We encourage a 10% donation to the Waco Cultural Arts Fest Designated Fund for Children's Art Programs from booth profits.

Vendor Booth Space 2009 - Marketing Opportunity

General

(10' X 10' **outdoor** space)

Commercial

electricity/110 only..... 2 day \$200

Electricity Included / 110 only (up to 20 amps, single phase, 120 volts) is included at no extra charge

Vendor Booth Hours

Set-up: Friday, September 18 from 1pm-8pm
Saturday, September 19 7am – 9:30am

Open: Saturday, September 19: 10am-7pm you may stay open longer if you wish music continues until 11pm
Sunday, September 20 : 11am- 5:00pm

All booths are required to be open during specified hours both days. **Vendors will be responsible for all booth structures, set-up, and furnishings, i.e. outdoor heavy duty extension cords, signage, lighting, drapes, etc. Electric cords must be protected with cord covers.** Participants will be asked to leave without refund if not in compliance with Festival rules. No exclusive rights for sale of any item will be guaranteed. Booth participants are responsible for cash on hand to make change. A sign must be prominently displayed at your booth with all prices.

Rules and Regulations

- Waco Cultural Arts Fest Vendor- Grounds Chairman will assign booth/trailer locations.
- Limited security will be present on the grounds; however, vendors are responsible for the security of their booths and contents. **We suggest that you remove products, etc. from your booth each evening.**
- The Waco Cultural Arts Fest and organizers accept no responsibility for stolen or damaged property, or accident or injury.
- The Waco Cultural Arts Fest reserves the right to revoke or refuse to grant space at any time without recourse by the exhibitor, vendor, or entertainer and shall not be held liable to anyone for this action.
- Applicants will be notified of acceptance within 2 weeks of applying. Additional information, parking passes, area map, etc., will be mailed two weeks prior to Festival.
- Raffles, drawings and / or solicited donations are strictly prohibited.
- Ice will be available to buy at a designated area. It will not be delivered to your booth.
- No hook-ups will be provided for mobile homes or travel trailers at the festival site.
- Any booth, tent, or structure **over 200 square feet** must apply for a permit from the City of Waco Fire Department Prevention Division and must show a certificate of flame retardant material. Call Jerry Hawk at 254-750-1740 for application permit (\$25).
- All tents and booth structures must abide by safety measures to insure the booth is adequately secured in case of bad weather or strong winds.
- Vendors must list their Texas sales tax ID number on the application.
- You are not allowed to sell any merchandise away from your assigned booth space.
NO ROVING AND SELLING!
- All vendors may only sell the items or conduct the activities that have been specifically approved in writing.
- Food vendors that need their refrigeration and / or small storage for products behind booth **must get approval on the size of equipment.**
- Booth spaces are 10x10, **trailer size approved with own generator** and large trucks and vehicles behind booths will not be allowed.
- We encourage use of recyclable products for food service.
- Application for a temporary food permit must be submitted to the City of Waco Environmental Health Department (254 750-5464).
- All booths/trailers must comply with the city and county Health Department Regulations.
- Food vendors are required to bring their own fire extinguishers.
- **Smoking is not allowed** in food booths.
- Food vendors will be responsible for equipping their booths with hand-washing facilities in compliance with City and County Health Department Health Regulations.
- Absolutely no one under the age of 12 will be permitted in or behind the food vendor booth/trailer.

Please do NOT drive your cars on the festival grounds to pack up while the stages are still performing.

Thank you for your cooperation.

Application Form - Food Vendor

Waco Cultural Arts Fest is a 501 (c) 3 non-profit organization. Mission: To celebrate the arts and unite our community through a variety of artistic media and multicultural events.

Date: Saturday, September 19 10am – 7pm

Sunday, September 20 11am - 5pm

Place: Indian Spring Park, University Parks Drive, Waco

We invite you to showcase your business or non-profit group at the premier Arts and Music Festival in Central Texas.

Name of Business/Organization _____

Contact Person _____

Address _____

City _____ **State** _____ **Zip** _____

Daytime phone () _____ **Evening Phone ()** _____

Email _____ **Texas sales tax ID** _____

Electricity Included / 110 only (up to 20 amps, single phase, 120 volts) is included at no extra charge

General Booth Space - Commercial Single (10 x 10) _____ \$200

Amount enclosed _____ **Check No.** _____

Risk and Liability Statement:

The undersigned releases and agrees to hold harmless Waco Cultural Arts Fest, the City of Waco, and Festival Officers from any loss or damage to undersigned's property or any personal injury which he/she or helpers may sustain while setting up, participating or taking down at the Waco Cultural Arts Fest from September 18 thru September 21, 2009. Further the undersigned agrees to comply with the rules, policies and guidelines of Waco Cultural Arts Fest as outlined in this call for entries and in future correspondence and understands that failure to follow these regulations may result in expulsion from this and future festivals. Waco Cultural Arts Fest, the City of Waco, and Festival Officers reserve the right to make final interpretation of the rules.

Applicant's Signature

Date

Please return to Waco Cultural Arts Fest, 4209 West Waco Drive, Waco, TX 76710
www.wacoartsfest.org Tel: 254 772-7637 254-723-6830 cell