

CHRISTMAS ON THE SQUARE

Saturday, December 9, 2017, 10:00 am – 5:00 pm
Sponsored by the City of Springtown

BOOTH APPLICATION

BOOTH # ASSIGNED: _____

1. A 10' x 10' booth fee is \$70.00. All vendors, including non-profit organizations, will pay a booth fee. Vendors may set up canopy or awning.
2. A \$10.00 fee will be added for electricity. Electricity is limited. Please order only if absolutely essential (**no fans allowed**).
3. Booth spaces cannot be confirmed until payment has been received. **All vendor's from last year's event have until October 27, 2017 at 4:30 pm to turn in booth applications to retain same booth number as previous year.**
4. Vendors will be assigned a specific area and space designated by a booth number. A representative will be available that morning to help located assigned spaces. Previous year's vendors will be allowed to request the same booth space assigned the previous year, prior to rentals being made available to the public.
5. Vendors are required to furnish chairs, tables, backdrops, awnings, anchors, extension cords, etc.
6. ALL food and drink concessions must be approved by the City of Springtown. A separate booth application and health permit is required for all food booths.
7. Booths will be reviewed several times during the day for compliance with festival guidelines.
8. Booth set up time is 7:00 am – 9:00 am. Vehicles may be parked adjacent to the booth area ONLY while unloading merchandise. They MUST be moved to a parking area after unloading. **NO booth take-downs prior to 5:00 PM!!!**
9. Each vendor is responsible for his/her own trash clean-up at the conclusion of the festival.
10. In case of severe or hazardous weather, an alternate festival date may be established. No booth fees or monies will be returned.
11. **RESTRICTIONS: City of Springtown reserves the right to bar from any booth any material, literature, persons or items that, in the opinion of the City, are not consistent with the character, purpose, or objectives of the City of Springtown. Exhibitor, by the execution of this agreement, agrees to the terms of this restriction. The City prohibits support of political or secular activities, either directly or indirectly. Any booth vendor who violates our rules will be asked to leave and will forfeit their booth fees.**
12. Vendors who solicit names for any type of drawing MUST provide name, address, and phone number of WINNING ENTRY to the City of Springtown for verification purposes.
13. TEXAS SALES TAX: Payment of Texas sales tax on exhibitor transactions is exclusive responsibility of exhibitor.
14. The undersigned hereby elects to and does release the City of Springtown, State of Texas and its respective officers, agents, and employees from any and all claims, demands, rights or causes of action of whatsoever kind or nature which the undersigned has ever had or may now have or may hereafter have, whether known or unknown, foreseen or unforeseen, arising from or by reason of or any way connected with, any injuries, losses, damages, or connection with or arising out of the undersigned's participation in the Christmas on the Square.

Please make checks payable to the CITY OF SPRINGTOWN
Remit payment and application to: PO Box 444, Springtown, TX 76082
For more information, call the City at 817-220-4834 or Email us at jbogan@cityofspringtown.com

Please print all information legibly.

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Name _____ Telephone: _____

Mailing Address _____ City _____ State _____ Zip _____

Quantity Booth ('s) Requested: 10' x 10' (\$70.00) _____ Electricity (\$10.00) _____

Arts & Crafts _____ Information Display _____ Games _____ Other (specify) _____

- **Specify type of items to be sold or games played** (Please also list if booth is Avon, Mary Kay, Pampered Chef, Scentsy, etc.; This helps us to not duplicate booths):

I, the undersigned, have read the above stated terms and conditions, including the release, and understand all terms stated within. I execute this release voluntarily and with full knowledge of its significance.

Signature _____ Date: _____

Total Amount Remitted: \$ _____ BOOTH # ASSIGNED _____
Cash _____ Check # _____