



**VENDOR & CONCESSION APPLICATION
SATURDAY, JUNE 22, 2019
10:00a.m. – 4:00 p.m.**

Company Name: _____

Description of Product: _____

Contact Name: _____

Contact Number: _____ Contact Email: _____

I have read and understand all the guidelines presented in this packet and certify that I will comply with all regulations and liability issues as stated in the packet

Signature _____

Registration Deadline – June 17, 2019. Booth rental is non-refundable after June 17, 2019. Booth space, if available, will increase by \$10.

Booth Space – 10x10 _____ @ \$20 each space= \$ _____

Booth fee after June 17, 2019 deadline _____ @ \$30 each space= \$ _____

Total \$ _____

Booth Space fee is space only, this does not include table or chairs.

Electrical hook up is limited. If you need electrical hookup, please advise how many AMPs you require and if your plug is non-standard.

Electric Hookup: ___Y/___N AMPs: _____ Comments: _____

Payment may be made by check, cash, money order or credit card. Payment must accompany registration form unless arrangements are made with Kilgore Main Street in advance.

Credit Card Information: Type ___MC ___Visa

Card # _____ Exp.Date: _____ CSV _____

Cardholder Name _____ Zip Code on Acct. _____

**Application may be delivered or mailed to:
Kilgore Administrative Office, Attn: Main Street
815 N. Kilgore, Kilgore, TX 75662**

Or scan application and email to secure space: sonya.waters@cityofkilgore.com

CHILDREN'S ARTS FESTIVAL GUIDELINES

OKTOBERFEST EVENT DATES & TIMES

Saturday, June 22, 2019 from 10 a.m.-4 p.m.

EXHIBITOR MOVE IN/OUT DATES AND TIMES

- Move in of Exhibits: Saturday, June 22, 2019 from **8a.m. to 9:45a.m.**
Vehicles are not allowed in City Park.
- Move out of Exhibits: Saturday, June 22, 2019 from **4p.m. to 6p.m.**
Vehicles are not allowed in City Park. .

All exhibitors must check-in at the Amphitheater the morning of the event as soon as you arrive.

UTILITY HOOK-UPS

- Electric hook-ups are limited. Please note your request on the application. If you have questions, please call Sonya Waters at 903-988-4117 or email at sonya.waters@cityofkilgore.com

LIABILITY

- The City of Kilgore disclaims liability for damages or losses due to fire, theft, accident, vandalism or other causes. The City of Kilgore will not be responsible for electrical or other related failures. Exhibitors wishing to insure their goods must do so at their own expense. The exhibitor shall at all times protect, indemnify, save and hold harmless the City of Kilgore against any and all loss, damage, liability or expense occurring out of any incidence which arises out of exhibitor's occupancy and use of the festival premises during or subsequent to the period of the exhibition.

CONTRACT

- The contract for exhibit space, the assignment of space and full payment of rental charges constitutes the entire contract for the right to use exhibit space. **Payment for space and a signed application is required before booth assignments are confirmed.** Choice of location will be given when possible, but the right is reserved to adjust the exhibit layout for the good of all exhibitors.
- No vendor will be allowed to give away free food or drink. Concession vendors have purchased booth space and sell food/beverage. Any vendor wishing to sell food or beverages must be approved as a concession vendor by the City of Kilgore Main Street.
- Vendors will occupy the booth space for the duration of the event and only begin to move out at 4p.m.

ACCEPTANCE

- An authorized signature on the official contract indicates the exhibitor has read, understands and agrees to abide by the rules, regulations and restrictions outlined in the contract.

SOLICITATION

- No person or persons, other than exhibitors, will be permitted to conduct business at the festival without the expressed permission the City of Kilgore Main Street.

SALES TAX

- Vendors are responsible for the remittance of Sales tax to the State of Texas.