

**OFFICE USE ONLY:**      DATE RECEIVED: \_\_\_\_\_      BOOTH # \_\_\_\_\_

TOTAL AMOUNT (w/Electricity if Applicable) \$ \_\_\_\_\_      CASH CHECK/MONEY ORDER # \_\_\_\_\_

CREDIT CARD: MC   VISA   DISCOVER   CARD #: \_\_\_\_\_      EXP Date: \_\_\_\_\_      CVV # \_\_\_\_\_

Pictures included?    Yes    No      Menu included?    Yes    No      Proof of Insurance included?    Yes    No

Acceptance Letter and Vendor Packet with Setup Time Given to/Mailed to Applicant on \_\_\_\_\_ by \_\_\_\_\_.

**34th Annual Wild West Festival Saturday, September 15, 2018**

**ARTS & CRAFTS / INFORMATION / SALES & ACTIVITIES**

Read Terms & Conditions below & Booth Rules on "Vendor Application Packet" Page.

Submit completed application below (with payment) to: Springtown Chamber of Commerce

P.O. Box 296, Springtown, TX 76082 ~ Email: [director@springtownchamber.org](mailto:director@springtownchamber.org) ~ Fax: 817-523-3268

Call 817-220-7828 for more information. Chamber Hours: M-Th 8:30 am to 4 pm/Fri 8:30 am to 1 pm

1. Merchandise and display of Participant is subject to approval of the Leaser, Springtown Chamber of Commerce, who reserves the right to require alterations, replacement and deletions of any material or activity which is deemed inappropriate for the festival.
2. LEASER RESERVES THE RIGHT TO CHANGE BOOTH ASSIGNMENTS AT ANY TIME DEEMED NECESSARY.
3. All vehicles must be out of the festival area by 8:45 am during setup. Booths should be ready to operate at 9:00 am **Booths must be open until at least 4:00 pm. With prior notice to the Chamber, Booths may remain open until 6:15 pm** this year because of the Bull Riding Competition being held across the highway at 6 pm.
4. NO BLOCKING OF THE FENCE ENTRANCES TO THE TABERNACLE GROUNDS. Anyone who violates this rule will be towed.
5. **No vehicles should be parked or left unattended around the square.** Please write your cell phone number on your PARKING PASS & leave it in your vehicle on the dash when parking in the Vendor Parking Lot so that festival representatives may contact owners of vehicles to prevent necessary towing.
6. The undersigned hereby elects to and does release the Springtown Area Chamber of Commerce 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 now known or which heretofore has ever or hereafter may be sustained by the undersigned as a result of or in connection with or arising out of the undersigned's participation in the Springtown Wild West Festival.
7. The undersigned acknowledges that in the case of severe or hazardous weather or any other act of God, there will be no reimbursement of booth fees or any other monies submitted to the Chamber of Commerce, City of Springtown or the Wild West Festival. **No money of any kind or amount will be returned except in the case of booth space rejection by the Wild West Festival Committee.**

Business or Booth Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person: Last Name \_\_\_\_\_ (PLEASE PRINT) First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Mailing Address      City      State      Zip Code

Email Address \_\_\_\_\_ @ \_\_\_\_\_

I, the undersigned, have read the Wild West Festival Vendor Application rules as well as the above Terms and Conditions, including the release, and understand all terms stated therein. I execute this release voluntarily and with full knowledge of its significance.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Booths for Arts & Crafts / Information / Sales & Activities**

***(Food/Drink Vendors Call Chamber for Concession Application)***

**Qty of \_\_\_\_\_ Booths @ \$85 for one 10' x 10' Area**

Booth Location Choices (subject to availability): (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_ (6) \_\_\_\_\_

Products & Items to be Sold (Describe Briefly & Include Picture(s) with Application): \_\_\_\_\_

Does Booth Require Electricity to Operate? Yes    No    **(If yes, Separate Electricity Application Must Be Attached)**

Booth Electric Options: 110, 20 AMP \_\_\_\_\_ \$15 (Shared = 1 Plug)    or    \_\_\_\_\_ \$30 (Direct = Both Plugs)

Activity Vendors ONLY Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Friday Night Setup if available? Yes    No    Remain Open Until 6:15 pm? Yes    No (Both Must be approved in advance.)

# Electricity Application

Wild West Festival

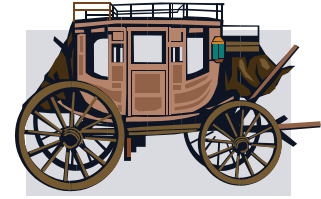
September 15, 2018

(Complete Only If Requesting Electricity)

BOOTH NO. \_\_\_\_\_

(To be Assigned by Chamber)

Electricity is very limited and not guaranteed to all applicants.  
**Generators** not allowed except for inflatable activities & must be pre-approved.



1. This Electricity Application with appropriate payment must be completed and submitted with Vendor Application prior to the festival.
2. Notification of electrical acceptance or rejections will be given in your booth assignment letter scheduled to be sent out in September.
3. No Electric Strips are allowed. Vendor must provide extension cord if needed.

Company/Vendor Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Numbers (2): Cell \_\_\_\_\_ Home/Business \_\_\_\_\_

**Detailed** Descriptions of what you will need electricity for:

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## Booths for Arts & Crafts / Information / Sales & Activities

Booth Vendors: Electricity is for minor electrical needs only such as laptops or monitors.

\$15 **Shared Receptacle** (2 Vendors **Share** One 110, 20 AMP Receptacle.)

\$30 **Isolated Circuit** (1 Vendor has Both Plugs on 110, 20 AMP Plug.)

**Not Permitted:** Air Conditioners, Screen Printing Machines & other Large Electrical Equipment.  
Please bring an Extension Cord, but No Power Strips Allowed.



## Concessions Row (Food/Drink)

\$60 - 110, 20 AMP (Isolated Circuit Unshared)

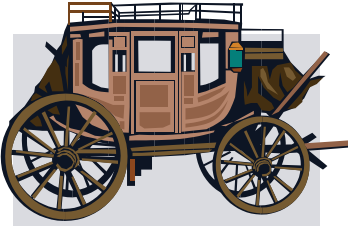
\$85 - 110, 30 AMP Direct Connection to Breaker

**Food Vendors:** Anything that produces extreme heat, such as fryers, warmers, or ice boxes, will need a minimum of 30 AMPS, which are limited.



- ◆ If Vendor fails to request electricity or the correct amount and wires into our electric source or another Vendor's source, the Vendor will be fined double the listed price and risk not being invited back.

**34th Annual Wild West Festival**  
Springtown Area Chamber of Commerce  
P.O. Box 296  
Springtown, TX 76082  
Phone: 817-220-7828



**Returning Vendor Deadline**

**June 15, 2018**

*(Unpaid Booths will be Released June 18, 2018)*



**34th Annual Wild West Festival**  
**Saturday, September 15, 2018**

**Returning Vendor Deadline: **June 15, 2018****  
*(Unpaid Booths will be Released 6/18/18)*

**New Vendor Deadline: **Sept. 14, 2018****

Please join us for Springtown's Annual Wild West Festival. Thousands of patrons visit Springtown's historic downtown square to play, browse and buy during the one-day festival that begins with a very impressive Parade at 10 am. In addition to approximately 200 Booths, there will be Live Entertainment throughout the day (including Gunfighters of course), a huge Children's Area with lots of rides and activities, and the 19th Annual BBQ Cook-Off (IBCA Sanctioned).

**Festival Hours With prior approval, Booth & Food Vendors may choose to close at 6:15 pm rather than 4:00 pm. This allows attendees of the 6 pm Bull Riding Competition to shop/eat before the performance!**

**Live Bull Riding with Mutton Bustin'** (Adm. Req.) on the W. side of Hwy 51 in the City Park.  
**AND.....LOTS MORE!!!**

Early bird vendor applicants received by August 3rd will be listed in the Wild West Festival promotional newspaper published and distributed by the *Springtown Epigraph* the week of the festival.

Submit your Vendor Application, Payment and Electrical Application (if req.). **KEEP THE RULES PAGE.** The booth diagram can be found at [www.springtownchamber.org](http://www.springtownchamber.org). After processing your application, a vendor packet (with a highlighted booth diagram showing your location) will be mailed to you.

Thank you for your participation. We look forward to seeing you!!

**Your booth number last year was:** \_\_\_\_\_



# Wild West Festival

## Vendor Application Packet

(Historic Downtown Springtown, TX)  
**Saturday, September 15, 2018**  
[www.wildwestfestival.org](http://www.wildwestfestival.org)  
9 am to 4:00 pm

**Application Deadlines**  
**Returning Vendors**  
**June 15, 2018**  
**New Vendors**  
**Sept. 14, 2018**

**RETURNING VENDORS** MUST submit application **With Payment** by **June 15, 2018** to be eligible for same booth location from previous year. **On June 18, 2018, unpaid booths will be released** for rental to other vendors on a first come first serve basis.

**NO REFUNDS:** for cancellation or removal for cause. In the case of severe or hazardous weather or any other act of God, there will be no reimbursement of booth fees or any other monies submitted to the Chamber of Commerce, City of Springtown or the Wild West Festival. No money of any kind or amount will be returned except in the case of booth space rejection by the Wild West Festival Committee.

### ARTS & CRAFTS / SALES / INFORMATION & ACTIVITY BOOTH FEES

**2018 Booth Space: 10' X 10' \$85.00**  
(Electricity Fees Listed on Separate Electricity Application).

#### **BOOTH RULES:**

1. **Color Photo(s)** of items to be sold MUST accompany ALL applications. All photos become property of the Wild West Festival Committee.
2. **NO FOOD or BEVERAGES** may be sold or distributed free from a Craft, Sales, Information or Activity booth.
3. **Consultant Based Businesses** (Pampered Chef, Scentsy, etc.) are limited to one consultant at the Festival & require prior approval.
4. **No AIR GUNS or SNAPS** are allowed to be sold.
5. **Electricity** for business minor electrical needs only. Air conditioners, screen printing machines, and other large electrical equipment ARE NOT permitted. NO power strips allowed. Booths with "E" in numbered box on tabernacle map have outlets, but check with Chamber for availability.



### 2018 FOOD VENDOR FEES

**Concession Row: 10' x 12' - \$125    10' x 24' - \$200**  
(Electricity Fees Listed on Separate Electricity Application)



#### **FOOD VENDOR RULES:**

1. **Menu Food Items** must be approved by WWF Committee and some **DUPLICATE ITEMS** may be allowed! Indicate food and drink choices in order of importance on Vendor Application. Include a sample menu listing only items you are interested in serving. Returning Vendors who turn in their application and payment are processed first if received by June 15, 2018. All others are on a first come first serve basis and will be contacted if the food categories that have been selected have already been filled. Food vendors will receive confirmation of food/drink items that are approved by the WWF Committee. Menu with prices must be displayed during the festival hours for attendees to view easily.
2. **Beverages** The Springtown Area Chamber of Commerce **RESERVES the right** to sell all Beverages (Gatorade, Water, Carbonated Drinks, etc.) However, specialty non-alcoholic beverages will be allowed on a limited basis if approved with application.
3. **NO CHANGES** in Food or Beverage items may be made without prior approval from the Wild West Committee once accepted.
4. **Trash Cans** Lined with Bags must be provided for All Food and Beverage Vendors. Dumpsters are available for bagged trash.
5. **Temporary Health Permits** are required by the City of Springtown **for ALL FOOD AND BEVERAGE VENDORS**. To obtain a Permit to operate at the Festival, contact City Hall at 817-220-4834.

#### **ADDITIONAL RULES & INFORMATION:**

1. **Booth Location:** This is a Sanctioned Festival requiring a September 14, 2018 deadline for application submission. Booths based on a first come-first serve basis. There will be no Guaranteed Booth Locations, but every effort will be made to accommodate specific requests. Vendors will be notified by mail of acceptance and booth number. The Wild West Committee reserves the right to change booth assignments if deemed necessary.
2. **Payment:** All Vendors are Required to Pay a Booth Fee (Including Non-Profit Organizations). Payment must accompany application and will be deposited immediately upon Chamber's approval of booth.
3. **Vendor Parking:** No parking within the Tabernacle Square!!! Vehicles must be out of the barricaded festival area by 8:45 am and will not be allowed back until after 4:05 pm **NO EXCEPTIONS!** Vendor Parking provided at a remote lot. Transportation to & from provided by Chamber.
4. **All Vendors** are required to furnish their own chairs, tables, awnings, umbrellas, extension cords, etc. Vendors are **NOT** allowed to stake their tents, canopies or anything else to the pavement.
5. **Proof of Liability Insurance** is required of **ALL Food Vendors and ALL Activity Booths** and must accompany application. Activities such as face-painting, cake walks, puppet shows, etc., not requiring physical participation that could result in bodily harm, are exempt from this rule.
6. **Vehicles ARE NOT allowed on the grass** at the Tabernacle or in the City Park. Violators of this rule will be asked to leave without a refund.
7. **Generators** are not allowed except for inflatable activities and must be pre-approved.
8. Each vendor is responsible for his or her own **trash clean up**. Vendors who break this rule will not be invited back!
9. We are a **family friendly festival**. Profanity or alcohol related products are not permitted. Craft vendors selling crafts with alcohol signage are asked to display the products at the back of the booth so that the products are not visible to the passerby.
10. **Texas Sales Tax:** Payment of sales tax on vendor transactions is the exclusive responsibility of the vendor.

**Please read the Terms and Conditions carefully before signing and returning your booth application.**

**If you have questions not covered by this form, contact the Springtown Area Chamber of Commerce**

**Phone: [817-220-7828](tel:817-220-7828)    email: [director@springtownchamber.org](mailto:director@springtownchamber.org)**