

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 _____.

39th Annual Wild West Festival Saturday, September 16, 2023

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: info@springtownchamber.org.
Call 817-220-7828 for more information. Chamber Hours: M-Th 9:00 am to 4 pm/Fri 9:00 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 3:00 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 _____ First Name: _____
(PLEASE PRINT)

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 @ \$125 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 _____ \$25 (Shared = 1 Plug) or _____ \$50 (Direct = Both Plugs)

Activity Vendors ONLY Insurance Carrier: _____ Policy #: _____

Friday Night Setup if available? Yes No

Electricity Application

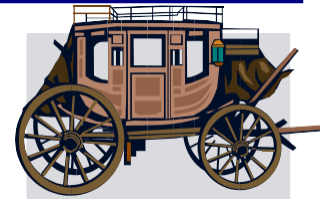
Wild West Festival

September 16, 2023

(Complete Only If Requesting Electricity)

BOOTH NO. _____

(To be Assigned by Chamber)



Electricity is very limited and not guaranteed to all applicants.
Generators must be pre-approved and set only in approved areas.

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:

Booths for Arts & Crafts / Information / Sales & Activities

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

____ \$25 **Shared Receptacle** (2 Vendors **Share** One 110, 20 AMP Receptacle.)

____ \$50 **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)

____ \$75 - 110, 20 AMP (Isolated Circuit Unshared)

____ \$100 - 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.

39th Annual Wild West Festival
Springtown Area Chamber of Commerce
P.O. Box 296
Springtown, TX 76082
Phone: 817-220-7828

Returning Vendor Deadline

June 16, 2023

(Unpaid Booths will be Released June 17, 2023)



39th Annual Wild West Festival
Saturday, September 16, 2023

Returning Vendor Deadline: June 16, 2023
(Unpaid Booths will be Released 6/17/23)

ALL Vendor Deadline: Sept. 15, 2023

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. 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 24th Annual BBQ Cook-Off (Sanctioned).

Early bird vendor applicants received by August 4th 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. After processing your application a vendor packet (with a highlighted booth diagram showing your location) will be mailed.

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



Wild West Festival

Vendor Application Packet

Historic Downtown Square
Saturday, September 16, 2023
9 am to 3 pm

Application Deadlines
Returning Vendors
June 16, 2023
ALL Vendors
Sept. 15, 2023

RETURNING VENDORS MUST submit application **With Payment** by **June 16, 2023** to be eligible for same booth location from previous year. **On June 17, 2023, unpaid booths will be released** for rental to other vendors on a first come first serve basis. Please see our website for the most up to date map of the festival area.

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
2023 Booth Space: 10' X 10' \$125
(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. We do not closely monitor consultant based businesses so if your business limits multiple vendors at events you must clearly state on your application if you are selling a product through a consultant based business. If we notice a duplicate we will try our best to let you know.
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.

2023 FOOD VENDOR FEES
Concession Row: 10' x 13' - \$200 20' x 26' - \$400
(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 16, 2023. 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 15, 2023 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 3:05 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 in approved areas and must be pre-approved in allowed areas only.
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** email: **info@springtownchamber.org**