



**Main Street Caldwell Presents
 Christmas on the Square
 2017 Vendor Application Form and Agreement
 Saturday, December 9, 2017 at 1:00 p.m.
Deadline: Applications must be received by December 6, 2017**

Name: _____

Address: _____

_____ (City) (State) (Zip Code)

Telephone: _____ (Home) (Business) (Fax)

Email: _____

License plate # and Make and Model of Vehicle: _____

Check the box to the left of all of the items you offer. If a category is not available, list the items you offer. No electricity or water hook-ups available.

<input type="checkbox"/>	A. Art	<input type="checkbox"/>	E. Drinks
<input type="checkbox"/>	B. Clothing	<input type="checkbox"/>	F. Toys
<input type="checkbox"/>	C. Household goods	<input type="checkbox"/>	G. Crafts
<input type="checkbox"/>	D. Food	<input type="checkbox"/>	H. Other: _____

Explain in detail what it is you're selling: -

Please email or attach a photo of the items you intend to sell. Photos can be emailed to mainstreet@caldwelltx.gov. The booth fee is \$20.00 per booth. The booth fee must accompany your application. Booth assignments will be made at the discretion of Main Street Caldwell. If the bank returns your check, you will be charged an additional \$30.00 handling fee.

PLEASE MAKE CHECKS OUT TO: FRIENDS OF MAIN STREET CALDWELL.
 Mail to 107 South Hill Street, Caldwell, Texas 77836.

RELEASE AND ACKNOWLEDGMENT

I hereby make application to become a vendor at the Christmas on the Square event (hereinafter "Event") in Caldwell, Texas on December 9, 2017. I have read and understand the rules that have been established by Main Street Caldwell and I further agree to abide by the rules and regulations as enumerated herein and as maybe set forth in the future. Furthermore, I hereby release and forever discharge Main Street Caldwell, the City of Caldwell and the Christmas on the Scare Committee from any responsibility or

 Initials

liability for loss, claims, damages, theft, injury or accident. It is further agreed that this applicant shall maintain his/her space, merchandise, activities and business practices in compliance with the laws of the State of Texas and the City Ordinances of Caldwell and Burleson County. Applicant understands that any violation of or non-compliance with same may result in immediate expulsion of Applicant and his/her booth from the event. In addition Applicant understands that the signed application is a binding contract between them and Main Street Caldwell.

PLEASE RETURN TO:

Attn: Christmas on the Square Committee
c/o Michelle Mahfouz
107 South Hill Street
Caldwell, Texas 77836
mainstreet@caldwelltx.gov

Name: _____ (printed)
Signed: _____ Date _____

IMPORTANT -- Texas Sales Tax Id. No. _____

Checklist: Have you enclosed a signed application, personal check(s), cashiers check or money order, and photos of your work?

For further information, contact:
Michelle Mahfouz
107 South Hill Street
Caldwell, Texas 77836
mainstreet@caldwelltx.gov
979-567-3901

VENDOR RULES

1. Please help us to maintain the integrity of this event by closely examining these rules as they apply both to your work and to your conduct on the festival grounds.
2. **All vendors must send by email at mainstreet@caldwelltx.gov or attached to their application a photo** of the items they intend to sell or items similar to the items they intend to sell **and a check for the booth fee** along with their application.
3. **This event is child friendly and family oriented.** Items that are being sold cannot be vulgar, profane, or offensive. If you have additional questions regarding the appropriateness of your items, contact Michelle Mahfouz at mainstreet@caldwelltx.gov.
4. No refunds will be made for cancellation or removal for cause. A confirmed reservation from Main Street is a commitment to show.
 1. All vendors must show and sell Saturday, December 9, 2016, beginning at 1:00 p.m. until 6:00 p.m.
 2. **DO NOT BRING ANY VENDOR VEHICLES INTO THE FESTIVAL AREAS UNTIL AFTER 11:00 A.M. ON SATURDAY, DECEMBER 9, 2017.**
 3. A Standards Committee composed of various Board Members will view all displays. The Standards Committee shall have the right to remove any work or vendor that violate any of the rules herein or any ordinance or law of either the City of Caldwell, Burleson County, the State of Texas or United States of America.
 4. Vendors are responsible for their own insurance.

5. Booth sizes are **approximately** 10' by 10'. All vendors are required to stay within the booth area they are assigned. Vendors are not allowed to encroach or block any sidewalk or walkway in the festival area. Vendors must provide their own display equipment. It is recommended that Vendors bring a canopy or tent that can set on an asphalt street surface. **No electricity or water hook-ups are available** for Vendors. You are welcome to bring a generator.
6. Set up time is **after 11:00 AM** on December 9, 2017 through 12:30 p.m. the same day. **Please do not attempt to set up before this time. No vehicles will be allowed in this area after 12:30 p.m. on the same day.**
7. **No booth refunds will be made. Also, booth spaces are non-transferable without prior approval.**
8. NO FIREWORKS or flames of any kind allowed on the festival grounds.
9. Vendor vehicles are not allowed in area after unloading. Please move to the public parking lot after unloading your vehicle.
10. Vendor vehicles are **NOT** allowed in the Festival area from 12:30 p.m. to 6:30 p.m., on Saturday December 9, 2017.
11. All Vendors are responsible for cleaning their booth spaces after the event. Vendors will be charged a \$100.00 clean up fee, in the event that the space is left littered or may face a ban to future Main Street events.
12. Sales tax collection and payment will be vendor's responsibility. Sales Tax permit must be posted and plainly visible in your booth at all times. It is a state law that you report your sales tax collected on this day. Please include Sales Tax permit number on your entry application. The State Comptroller's office will be present the day of sales and will be checking each booth individually for sales tax permits. If you have not paid or are behind in sales taxes the Comptroller's office will not allow you to set up at our festival.