



## Arts & Crafts Exhibit

New Vendor Form

*Hosted by the Hallettsville Chamber  
of Commerce & Agriculture*

Dear Arts & Crafts Vendor,

Jak se máš (How are you)? On behalf of the Hallettsville Chamber of Commerce and Agriculture, it is a pleasure to invite you to participate in the 24th Annual Hallettsville Kolache Fest Arts & Crafts Show on **Saturday, September 29, 2018** at the Hallettsville Knights of Columbus Hall. This family event will take place from 9:00AM until 9:00PM and usually draws an average crowd of 2,000 people.

We have taken past vendor's comments and suggestions into consideration and have implemented changes that we feel will better the overall Arts & Crafts vendor experience. Please be sure to read the contents of this packet carefully to ensure that all information is read and understood.

In addition to the registration form, we ask that new vendors submit a copy of their Sales Tax Permit and photographs of products that will be sold. This information will be kept on file until the Sales Tax Permit expires. Returning vendors will be asked to approve business information the chamber office has on file and to select a preferred method of contact. Returning vendors are not required to re-submit product photos each year unless they will be selling new merchandise that is not on file. **All entry forms are due by Friday, September 14, 2018.** The Hallettsville Chamber of Commerce and Agriculture is making the effort to turn digital and highly encourages vendors to consider email as their means of communication for future events.

Booth spaces are rented out on a first-come, first-serve basis and are not guaranteed unless payment is received. Please keep in mind that the chamber does its best to accommodate your preference in booth placement, however, it is not guaranteed. Upon receiving your form and payment, a chamber staff will send an email confirmation with your booth number and a map of the venue. On the day of the event, vendor check-in and setup will begin Saturday morning at 7:00AM at the Hallettsville KC Hall.

The Hallettsville Chamber of Commerce and Agriculture reserves the right to approve the items sold and will not allow water guns, potato guns, stink bombs, silly string, itching powder, candy/smoking cigarettes, and clothing with distasteful slogans or any other toy that resembles a weapon or may cause a disturbance. We ask that you, as a vendor, help us keep Kolache Fest a safe and enjoyable environment for our adult guests and children.

Sincerely,

Hallettsville Chamber of Commerce & Agriculture



## Arts & Crafts Exhibit

**Deadline: Friday, September 14, 2018**

Saturday 29, 2018

9:00AM - 9:00PM

Hallettsville KC Hall

### Booth Rental:

\_\_\_\_\_ Hall Pavilion Booth - \$85      \_\_\_\_\_ East Pavilion Booth - \$75  
\_\_\_\_\_ Covered Asphalt Booth - \$65      \_\_\_\_\_ Electricity - \$10

Amount Enclosed: \$ \_\_\_\_\_

Payment Type:    Cash     Credit Card     Check # \_\_\_\_\_

If you would like to pay by Credit Card, please call the chamber office to process.

|                          |        |      |
|--------------------------|--------|------|
| Organization Name:       |        |      |
| Representative:          |        |      |
| Mail Address:            |        |      |
| City:                    | State: | Zip: |
| Phone No.: (Day)         | (Cell) |      |
| Email:                   |        |      |
| Sales Tax Permit Number: |        |      |
| Description of Product:  |        |      |

If a booth is not available, would you like to be put on a waiting list?

Yes    No

How would you like to be informed about future events?

E-Mail     Mail     I don't want to be informed

## Rules and Regulations

Please read the following Kolache Fest Arts & Crafts vendor rules and regulations, and sign below stating you agree to follow these guidelines enforced by the Hallettsville Chamber of Commerce and Agriculture. Failure to comply with any of the rules and regulations set forth will result in dismissal from current arts and crafts show and prohibited from return for future festivals as a vendor. If you have any questions, please call the Hallettsville Chamber of Commerce at (361) 798-2662.

- The Hallettsville Kolache Fest Chairmen & the Hallettsville Chamber of Commerce & Agriculture reserve the right to decline any booth registration & reserves the right to ask any vendor to leave at any time.
- There are a limited number of booth spaces with electricity available.
- Booth assignments will be on a first - paid registration basis.
- You are required to send photos of **all** types of items you plan to sell along with the entry form, entry fee, and sales tax form.
- All exhibitors are responsible for set-up, breakdown, and clean-up.
- You are asked to keep your booth open until 9:00PM. **No early breakdown is allowed.**
- Booths requiring more than an approximate 10'x10' booth space must book additional spaces as needed.
- Failure to stay within your assigned booth space may result in removal from show.
- Exhibitors are responsible for all sales tax, signs, and decorations.
- The Hallettsville Kolache Fest Chairmen & the Hallettsville Chamber of Commerce & Agriculture reserve the right to approve any items sold. If a vendor is asked to remove any item and if a vendor continues to sell that item, the vendor can be asked to leave the show and will not be asked to return for future festivals.
- **No refund, rain or shine.** No vehicles will be allowed in the festival area after 8:30AM.
- No pets.
- The independent sale of food and drinks for consumption on-site is prohibited.
- The Hallettsville Chamber of Commerce and the Hallettsville KC Hall will **NOT** provide tables, tents, fans, chairs, or any other supplies for your booth space - you must provide your own.
- **NO** guns, toy knives, water guns, toy guns, stink bombs, silly string, carnival type items or any items that are considered to be a weapon or nuisance will be sold or allowed on grounds.
- Under no circumstances can lessee sublease booth space.
- Vendor trailers must be parked in the back of the parking lot towards road.

Enclosed are my entry form and fee, a copy of my Sales Tax Permit, and a list of items I plan to sell. I hereby acknowledge that I have read and understood the rules and regulations above.

**Signature:**