



Food Booths & Trailers

New Vendor Form

*Hosted by the Hallettsville Chamber
of Commerce & Agriculture*

Dear Food 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 as a food vendor in our 24th Annual Hallettsville Kolache Fest on **Saturday, September 29, 2018** at the Hallettsville Knights of Columbus Hall. This family event will take place from 11:00AM until 9:00PM and usually draws an average crowd of 2,000 people. We are encouraging vendors to promote our Czech and German heritage theme with their choice of products and services offered. This is a great opportunity to showcase your products while sharing your community's heritage with visitors attending the festival.

We have taken past vendor's comments and suggestions into consideration and have implemented changes that we feel will better the overall 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. 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. 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. **All entry forms are due by Friday, September 14, 2018.** We request that you please inform the Chamber office as soon as you determine which food item(s) you will be selling as we aim to prevent duplicate vendor items.

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.

Sincerely,

Hallettsville Chamber of Commerce & Agriculture



Food Booths & Trailers

Deadline: Friday, September 14, 2018

Saturday 29, 2018

11:00 AM til 9:00 PM

Hallettsville KC Hall

Booth Rental:

_____ Booth Space - \$125

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:		
Nonprofit: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Representative:		
Mail Address:		
City:	State:	Zip:
Phone No.: (Day)	(Cell)	
Email:		
Sales Tax Permit Number:		
Food Items & Price:		

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

Yes No

Will you be selling food out of a trailer? **Note:** Reserving a booth space for a trailer will require the rental of additional booth spaces to accommodate size of trailer.

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 Food 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 event 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 Chamber of Commerce & Agriculture reserves the right to decline any booth registration & reserves the right to ask any vendor to leave, at any time.
- The Hallettsville Chamber of Commerce & Agriculture reserves the right to approve any items sold. If a vendor is asked to remove any item and fails to do so, the vendor can be asked to leave the show & will not be asked to return for future festivals.
- All exhibitors are responsible for set-up, breakdown, and clean-up.
- There are a limited number of booth spaces with electricity available.
- Booth assignments will be on a first - paid registration basis.
- All for profit exhibitors are required to show proof of a Temporary Food Permit
- You are asked to keep your booth open until 9:00PM. **No early breakdown is allowed.**
- All Exhibitors are responsible for set-up, breakdown and clean-up.
- **Booth Fees:** You will be charged one flat fee of \$125.00 per 10' x 10' booth space. If you will be selling out of a trailer, you must purchase additional booth space(s) to accommodate your trailer.
- 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.
- Failure to stay within your assigned booth space may result in removal from show.
- **No refund, rain or shine.**
- No vehicles will be allowed in the festival area after 8:30 a.m.
- **Under no circumstances can lessee sublease booth space.**

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: