

Coollest 4th 2017

Fort Davis, Texas

CHAMBER OF COMMERCE
P. O. Box 378 Fort Davis Texas 79734
(#4 Memorial Square)
PH: 432-426-3015 Fx: 432-426-3978
www.fortdavis.com info@fortdavis.com

Vendor Rules and Guidelines

1. Show hours:

Friday June 30th set up begins at NOON

Friday June 30th 1pm until 6pm, Saturday 10am until 6pm, Sunday 10am until 3pm

****VENDORS LEAVING PRIOR TO 3PM ON SUNDAY, JULY 2ND WILL BE FINED \$25.00 ON THEIR NEXT APPLICATION****

2. Vendors must provide all permits and Tax certificates according to Texas State Law as applicable and they must be displayed in your booth during business hours.

- Copy of Texas Health permit if selling food. THIS IS MANDATORY STATE LAW (non-profit organizations exempt)
- Copy of Food Protection Management Certificate. (some non-profit and snow cone stands are exempt)
- Copy of State Sales Tax Certificate for merchandise.
- Copy of General Liability and Automobile Insurance (no exceptions).
- IF paying by personal check, a valid Driver's License number with state of origin must be listed.

Be sure to figure and pay your sales tax from this weekend's event to Jeff Davis County as required by law.

For quick help go to: www.zip2tax.com. Sales tax is 8.25%. All vendors will be reported to the County Treasurer's/Attorney's office to ensure collection. Sales tax permits are to be prominently displayed during show hours.

3. No ground stakes! Use weights! ANYONE caught staking into the ground will be asked to leave without a refund.

4. Vendors must supply all of their own materials. FDCOC only supplies the space and requested electricity.

5. All Power strips, plugs, and outlet joints MUST be taped off and covered with plastic, if exposed, in case of rain.

6. Once unloaded, **all vendors must park their vehicles behind the Chamber building or at your place of overnight accommodations**. Be sure to display your parking permit (given out at check-in) on the dashboard. Do not park in the vicinity of your booth (ALL DAYS). Doing so only inhibits the amount of visitor parking. All supplies and restocking can be done via your vehicle from 8pm to 9am daily. Keep the area around the courthouse free from vehicles and **ABSOLUTELY NO PARKING OR BLOCKING THE GAS PUMPS** on the corner of Court and Main St. Take the time to determine your needs and get your booth in working order by 10am on Saturday. Any cars not removed and or in the area at or after 10am can and will be fined and/or removed. This is for safety purposes only – we don't want any pedestrian accidents.

7. **You are responsible for your own trash removal**. Dumpsters have been provided for you and are set behind the Fire Dept. and beside the Sherriff's office. Anyone caught depositing their booth trash anywhere other than these dumpsters will be fined and or asked to leave-without a refund. **PLEASE DO NOT PUT YOUR BOOTH TRASH IN THE RECEPTACLES PROVIDED FOR PUBLIC USE.**

8. **Port a John's** are available behind the Fire Dept. and beside the Sherriff's office.

9. **CRAFT VENDORS** are not allowed to sell any inappropriate items to a minor. (**No** shooting devices of any kind, silly string, snappers/poppers or items that leave behind "litter" and no knives.) Anyone caught will be asked to leave **without a refund**.

10. **FOOD VENDORS MUST GET AN "EVENT PERMIT" FROM THE HEALTH DEPARTMENT FOR THIS SPECIFIC FESTIVAL!!!!!!**. No refunds will be made if you fail to follow this rule. As professional food vendors, this should be part of your general operating procedure, but if it is not, please contact the Chamber and we will give you the Health Inspectors contact information who is happy to walk you through the process. Food vendors are required to be prepared for fire and carry acceptable means to extinguish fires. Any heat producing equipment MUST be blocked off from the public for safety.

11. **Fort Davis Chamber of Commerce** will not be responsible for lost or stolen goods. Security will be provided every evening from 10pm to 8am.

12. **Please check in** and report all problems to the Chamber Booth. Please follow all rules and be courteous. In doing so, this can be an extremely fun and profitable weekend for all.

13. **DEADLINE FOR ENTRIES IS JUNE 1st**. All entries received after this will be charged A LATE FEE OF \$25.00. This completed form, permits and all fees must be received by the Chamber at the above address prior to June 1st to avoid the late fee.

14. **No Refunds or Rain Checks** will be given after the June 1st deadline. The Event will occur regardless of weather.

15. **No space** will be reserved until this form and all permits have been received by and all fees have been paid to Fort Davis Chamber of Commerce. Applications are processed on a first come first serve basis. FDCOC reserves the right to refuse participation.

16. **All returned checks will be assessed a \$50.00 fee in addition to any fees charged by your financial institution.**

17. All Vendors must check in at the Chamber booth prior to set up.

Feel free to contact the Chamber office via email or phone with questions or to request an exception to these rules.