

Vendor Participation Rules and Regulations

Please read application and the Vendor Participation Rules and Regulations thoroughly, rules are enforced and these agreements are binding. Return all completed forms back with your payment to the address on the previous page.

IMPORTANT VENDOR RULES AND INFORMATION – PLEASE READ THOROUGHLY

- **No Smoking, No Open Flames & No Pets** – Smoking, open flames & pets are not allowed in the vendor area.
- **Taxes:** Exhibitor is responsible for obtaining a sales tax permit (if required) and displaying that permit appropriately.
- **Eligible Vendors**— The City of Robinson reserves the right to approve or deny access to participate as a vendor to any & all applying vendors. In the case of duplication of like items; issues will be worked out with vendors to resolve any conflict. As a sales person/ representative for a larger Direct Sales company, only ONE representative will be allowed to exhibit items at Robinson Festival. This is on a first come-first serve basis, and vendor must disclose in application they will be representing a Direct Sales Company.
- **Non-Vendors-** only authorized vendors who have rented booth space may offer any product, sample or informational material to attendees, whether by sale or free of charge.
- **Vendor Responsibilities** – Booth displays must be setup in a nice, maintained manner, and cannot extend past the space provided in the vendor contract. Vendor items and/or products in their area may not be displayed in card board boxes and **vendors may not work outside of their area. This means vendors are not allowed to solicit, approach, or handout any items and/or information to anyone outside of their 10x10 tent area. If a vendor is reported as harassing attendees they may be asked to leave immediately.** Vendors are responsible for keeping their areas clean and ensuring all trash is picked up. Trash receptacles will be located throughout the event grounds. Vendors are responsible for their own tents, chairs, tables, and extension cords if needing electricity.
- **Removal of product:** The Robinson Festival reserves the right to remove any product from exhibitor's booths that is perceived as inappropriate or illegal.
- **Liability:** The City of Robinson is renting space to the exhibitor at their Robinson Festival for display and assumes no responsibility for the supervision or safe keeping of the rental space or exhibited items. The exhibitor releases Robinson Festival and The City of Robinson or any agent of the event from claim, action, demand, or liability relating to conduct, or damage of a personal nature or of exhibited items.
- **Parking:** Vendors will be required to park in vendor parking which will be located at the back of Peplow Park. The entrance is off of Old Robinson Road on the South end of the Robinson ISD Primary school.
- **Electricity** – Electricity is provided at an extra cost. Please note that the electricity provided is a 20 amp circuit and limited spots are available.
- **Booth space** – All vendors will be located within Peplow Park located on Peplow Drive. Spaces are 10'x12'. (Exhibit in 10'x10' space and additional space used to keep equipment off walkways) Vendors will be required to keep additional items and equipment clear of walkways at all times.
- **Food Vendor** - If you're a food vendor you will be required to submit a copy of your current food permit/inspection along with your application. If you plan on passing out samples you will also need to get a Temporary Food Permit that is required from the Waco-McLennan County Health district. *A vendor offering a single food product may, at the discretion of the City, be awarded the exclusive right to sell that product for an additional fee.* Please contact the Waco-McLennan County Health Department at (254) 750-5464 or email ENVHealth@ci.waco.tx.us for permits or with any questions or visit <http://www.waco-texas.com/cms-healthdepartment/page.aspx?id=67>.
- **Food Truck Vendor Space** - Space size will be limited to 32' wide. If you have a setup that requires a larger space, you may purchase an additional space. *A vendor offering a single food product may, at the discretion of the City, be awarded the exclusive right to sell that product for an additional fee.* Food Trucks may be located on a paved street, so canopy stakes MAY NOT BE ALLOWED. Vehicles may be parked as close to your space as possible beginning at 5:00 p.m. and Friday, September 20th or 8:00 am on Saturday, September 21st. If they extend beyond the 32' space they must be removed by 10:00 am on Saturday, September 21st. **Food truck vendors may NOT breakdown or move equipment until after 11:30 pm or once you are given the clear to do so.**
- **Setup** – Vendor check in & set up will begin at 5 p.m. the Friday before and on Saturday the day of from 8 am to 10:30 am. Setup after 10:30 am is NOT allowed. VENDORS MUST BE READY TO GO AND IN THEIR BOOTHS BY 11 am. We are not responsible for any items that are left unattended during setup. We will do our best to ensure parking spots are as close to your area as possible for setup, and we will provide golf carts, or other means to help transport items to your area.
- **Tents, tables, and chairs** – Must be provided by the vendor. Tables must be covered with a tablecloth and all boxes must be out of sight.
- **Tear Down** – Vendors can begin tear down at any time as long as it does not interfere with the festival. *It's important to note that the majority of vendor sales were placed after dark last year, when the larger headlines began to play.* We are not responsible for any items that are left unattended during packing and removal of items. Vendors are responsible for removing all items from their area and making sure that all trash is picked up and that their area is left clean. If area is not left clean with all trash picked up there will be a fee charged of \$150.

- **Cancellation** – NO REFUNDS will be given once application and payment has been received and the City of Robinson has accepted it. Vendor fees will be forfeited if you are unable to attend the event for any reason. Refunds and/or credits will be given if fire, rain, floods, hurricanes, snow, ice, or severe weather and/or unforeseen cause forces cancellation of the event.
- **Applications** – please include payment and 1 photograph of your display or products along with payment. The vendor application form must be signed and approval sent to you by the City of Robinson before contract is in place. Payment must be submitted with form before the approval process will begin. **Applications must be submitted by 5 pm, Monday, September 9.** The event reserves the right to deny an application or to prefer an application based on the fit of the vendor’s products with the event, to achieve a diversity of vendor products, and/or based the relative quality and uniqueness of the vendor’s products.
- **Payment** – The following payments are accepted: cashier checks, money orders, credit cards. There will be a \$25 fee assessed for any returned checks and application will be voided.

The City of Robinson is not responsible for the success or failure of any booth, or any items/products broken, stolen or damaged items before, during or after the event. We reserve the right to revoke the contract of any vendor who is causing issues with other vendors, staff, or attendees. Failure to comply with the Vendor Participation Rules and Information could result in disbarment from any and/or all City of Robinson events. We are dedicated to making this event a success and providing information to the citizens. We know that you will make the most of the crowd by working your booth efficiently and effectively.

I have read the Robinson Festival Rules, printed above, and agree to adhere to them.

To the extent allowed by law, I hereby release and hold harmless the Robinson Festival Event Management Committee, City of Robinson, and workers/volunteers connected with Robinson Festival from any damages or loss that I might incur during participation in the event.

The City of Robinson has my permission to use any photos I appear in during the Robinson Festival event for promotional purposes.

I have read and agree to abide by all “Vendor Participation Rules and Regulations”

EFFECTIVE THIS ____ DAY OF ____, ____ (the “Effective Date”).

 (“Vendor”)

City:
 By: _____
 Name/Title: _____

Vendor:
 By: _____
 Name/Title: _____

Date: _____