



Old Town Street Festival 2018

oldtownstreetfestival.com

Leander Chamber of Commerce & Visitors Center

PO Box 556

Leander, Texas 78646

512-259-1907

Dear Old Town Street Festival Vendor:

The **4th Annual Old Town Street Festival (OTSF)** will be held on **Friday, May 18th** and **Saturday, May 19th, 2018**, in Old Town Leander, located at 100 N Brushy St. Leander, TX 78641. The event last year was met with a huge response and we expect an even bigger response this year as we welcome headliner country music band Little Texas!

Booth spaces are on a first come, first served basis, juried, and are expected to sell out quickly. **Please take this opportunity to secure your space now!** All vendors will be reviewed and approved by the OTSF committee.

If you have any questions about the vendor space or OTSF, please do not hesitate to contact OTSF by email at office@leandercc.org.

Looking forward to seeing you at Old Town Street Festival 2018!

Bridget L. Brandt, President & CEO
Leander Chamber of Commerce & Visitors Center



Old Town Street Festival 2018 Vendor Application

DATE: May 18th and 19th, 2018
TIME: 5PM-9PM Friday; 11AM-9PM Saturday
WHERE: Old Town Street Festival
100 N Brushy St, Leander, TX 78641

This contract is between the LEANDER CHAMBER OF COMMERCE & VISITORS CENTER and VENDOR, whose name appears below.

The general rules of Old Town Street Festival is incorporated into and made a part of this contract and shall be binding on the parties hereto.

- Vendor agrees to display merchandise in an attractive manner. All display equipment, tables, tents, etc are to be furnished by vendor. Tents are a requirement along with 40 lbs of tent weights. **No early tear-down.**
- All booths must have a representative present at all times during the festival hours of operation.
- All booths should be open from the front only.
- Vendors are not permitted pets or vehicles on the grounds.
- Vendor agrees to assume all liability for damages or loss caused to the premises on their exhibit area by reason of their exhibit and agree to indemnify and hold harmless the LEANDER CHAMBER OF COMMERCE & VISITORS CENTER, the sponsor of the event, its directors, officers and members for all liability which might ensue by reason of his/her exhibit or presence at the event.
- Vendors shall indemnify the Leander Chamber of Commerce & Visitors Center against all liability resulting from negligence of the vendor, their agents or employees and shall reimburse the Leander Chamber for any loss or expense incurred by reason of negligence. The LEANDER CHAMBER OF COMMERCE & VISITORS CENTER is not responsible and does not guarantee against loss or damage due to theft, fire, wind, hail, rain, accident, sunlight, cold or injury or any other acts of God.
- SECURITY: Onsite security will be provided Friday evening into Saturday morning

although it is the responsibility of the vendor to close/cover their booth outside of festival hours.

- Vendors may NOT assign this contract or their space or sublet all or any part of their space.
- Vendors are solely responsible for all sales, taxes, permits, etc. OTSF will not provide change or credit card transfer.

The Leander Chamber of Commerce & Visitors Center reserves the right to reject or prohibit any exhibit, proposed exhibit or part thereof, including without limitation, any person, articles, conduct, printed matter, catalogues or souvenirs that, in its opinion, are not suitable to and in keeping with the character of the OLD TOWN STREET FESTIVAL.

NO REFUNDS WILL BE MADE AFTER ACCEPTANCE. Event is Rain or Shine. OLD TOWN STREET FESTIVAL MAY BE CANCELLED AFTER COMMENCEMENT DUE TO ACTS OF GOD OR OTHER ACTIONS THAT MAY ENDANGER PARTICIPANTS OR VENDORS. BY SIGNING BELOW, THE VENDOR ACKNOWLEDGES RECEIPT, UNDERSTANDING AND AGREEMENT TO THESE RULES AND REGULATIONS.

VENDOR GUIDELINES

- Each booth space is 10'x10'.
- Must be a food vendor to sell beverages, soft drinks and/or water.
- Electricity is limited to certain areas. If you would like electricity, you must select a specific booth indicated on the map. Vendors are required to bring their own electrical cords - bring long cords as electric may be up to 150 ft away.
- Food vendors will have access to electric - bring long cords as electric may be up to 150 ft away.
- All vendors are permitted to bring quiet generators.
- Each vendor must set up on Friday afternoon and participate both Friday and Saturday.

VENDOR SETUP & EVENT DAY OPERATIONS

- Setup may begin on Friday, May 18th, starting at 12:00 pm and must be completed by 5:00 pm. Your assigned time will be given to you the week before the festival. If you miss your assigned time, you will not be allowed to check in.
- Tear-down will begin after 9:00 pm on Saturday. **NO EARLY TEAR-DOWN.** You may cart items out if you prefer not to keep them there overnight on Friday. *No cars will be allowed inside festival grounds between Friday 5pm and Saturday 9pm.*

FOOD VENDOR GUIDELINES

- Electricity requirements and any electrical food service equipment you plan to bring requiring heating elements must be noted in the space provided on the application.
- All supplies (bowls, plates, napkins, utensils, etc.) must be provided by the vendor.
- Food service can include beverage sales, soft drinks, and water.

CONTEST

- **Food Tasting:** Best Entree and Best Dessert. Each vendor that elects to participate in the contest will be required to provide 10 bite-size samples for the committee to taste. Winners will be announced at the festival and receive a medal for display and a \$50 gift certificate to be applied to future Old Town events.
- **Wine & Beer:** All participants will submit their selections for a tasting and contest that will be held in March. Entries will need to send 3 bottles of entered wine/beers. The committee will select the winners in each category. We will select up to 10 winning wines and 4 craft beers. Winners will be announced at the festival and receive a medal for display and a \$50 gift certificate to be applied to future Old Town events. (Limited to 1 certificate per vendor.)

FOOD SERVICE REQUIREMENTS

- ***All groups using a generator and/or cooking on-site must have a new or inspected 5lb dry chemical fire extinguisher. Your booth will be inspected by the Fire Marshal before the event. If you fail inspection you will not be able to operate until your booth is in compliance.***
- ***Mobile food establishments:*** Gas containers shall be located and secured on the exterior of the mobile food establishment, open to the atmosphere or if containers are kept in compartment, the compartment must be separate from the interior preparation area. Access must be from the exterior of the unit and compartment floor and the exterior door must be vented to the atmosphere.
- All food vendors must complete the Temporary Food Establishment Application with the Williamson County and Cities Health Department and pay the \$50 fee associated with the permit. It is the responsibility of the vendor to contact the Health Department separate from the City of Leander. The City of Leander has no involvement with this permit being issued.
- The Temporary Food Establishment Permit is needed for any group that is serving and/or providing samples of foods. If you have an Annual Mobile Food Establishment Permit with Williamson County this can replace the Temporary Food Establishment Permit Requirement.
- Permit Applications must be submitted to the Williamson County Health District at least two weeks before the event (May 4, 2018). Permit Applications can be submitted by mail, fax, or email. For more information please visit http://www.wcchd.org/services/food_and_restaurant.

Mail:
303 S. Main Street,
Georgetown, TX 78626

Phone:
512-943-3620

Email
david.urban@wilco.org

Fax:
512-930-3110

BONUS BENEFITS OF PARTICIPATING

- All vendors are listed on our website and we link all vendors to the site for continued shopping!
- When you donate an item for us to use at a future chamber event, we will advertise it on the Old Town Facebook and event page.

**Old Town Street Festival 2018
Vendor Application/Contract**

Business Name _____

Contact Name _____

Phone _____

Website/Facebook _____

Address/City/State/Zip

Email _____

Description of items to be sold



Please select your preferred check-in time:

___ 12:30 pm ___ 1:30 pm ___ 2:30 pm ___ 3:30 pm

*NOTE: This is a two day festival. You will leave your booth up overnight on Friday and must participate both days.

Please provide photos of the booth display to be used at OTSF along with the completed application. Photos will become the property of OTSF and may be used in marketing materials. Photographs may be emailed to office@leandercc.org.

Prior to March 1, 2018

Specialty Booth Fees:

- ___ 10x10 single booth **\$185**
- ___ 10x10 specific single booth **\$225**

Food & Beverage Booth Fees:

- ___ 10x10 booth **\$250**
- ___ 10x20 booth **\$350**

March 1, 2018 and After

Specialty Booth Fees:

- _____ 10x10 single booth \$225
- _____ 10x10 specific single booth \$265

Food & Beverage Booth Fees:

- _____ 10x10 booth \$290
- _____ 10x20 booth \$390

No space assignment will be made until the booth fee is paid.

Agreement term: Vendor hereby acknowledges that they have read, understand and agree to the terms as printed on the "Vendor Forms" above and accepts this agreement as binding.

Signature

Date

**MAKE ALL CHECKS PAYABLE TO THE LEANDER CHAMBER OF COMMERCE & VISITORS
CENTER**

You will be notified by phone and/or email when the application is accepted.

For OTSF office use only: Type of payment: ____ cash ____ check # ____

Date received _____ Date Accepted _____ Accepted by _____