



Old Town Street Festival 2020

oldtownstreetfestival.com

Leander Chamber of Commerce & Visitors Center

100 N Brushy

Leander, Texas 78641

512-259-1907

Dear Vendor:

The **6th Annual Old Town Street Festival (OTSF)** will be held on **Saturday, May 16th, 2020**, 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 Wade Hayes!

NEW!! THIS YEAR WE WILL BE REDUCING THE NUMBER OF VENDOR SPACES TO CREATE MORE SALES OPPORTUNITIES FOR OUR SELECTED VENDORS & UNIQUE SHOPPING FOR OUR GUESTS. 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.

Handcrafted, unique, or artisan items will be given first priority acceptance.

Local businesses and Leander Chamber members will be given preference for any commercial or second hand sales accepted for the event.

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 2020!

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



Old Town Street Festival 2020 Vendor Application

DATE: May 16th, 2020
TIME: 11AM-10:30PM
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 be kind to our staff and volunteers at all times. Vendors not exhibiting kindness will be asked to leave the premise and not allowed to reapply.
- Vendor agrees to display merchandise in an attractive manner. All display equipment, tables, tents, etc are to be furnished by vendor.
- 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.
- 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.
- 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.

VENDOR GUIDELINES

- Each booth space is 10'x10'.
- Tents (any color, white preferred) are a requirement along with 160 lbs of tent weights (40 lbs per leg).
- 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.
- All vendors are permitted to bring quiet generators.

VENDOR SETUP & EVENT DAY OPERATIONS

- Setup will begin at 8:00 AM. If you miss your assigned time, you will not be allowed to check in.
- Tear-down will begin after 10:30 PM. You may close down beginning at 8 PM, however you will need to cart your items out. *No cars will be allowed inside festival grounds between 10:00 AM and 11:00 PM and until the grounds are cleared of patrons and the fire department opens the roads.*
- *If you park in lots inside of the festival grounds, you will not be able to exit until the roads are open.*
- ***Cars parked along festival streets after 10:30 AM will be towed.***
- **No early tear-down.**

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.
- Food vendors will have access to electric (one 110V plug per vendor) - bring long cords as electric may be up to 150 ft away.

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.

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 may submit their selections for a tasting and contest that will be held in April. Participants will need to send 3 bottles of each entered wine/beer. 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 2, 2020). Permit Applications can be submitted by mail, fax, or email. For more information please visit http://www.wcchd.org/services/food_and_restaurant.

Mail:

355 Texas Ave (Entrance C),
Round Rock, TX 78664

Phone:

512-248-7620

Email

rebecca.canfield@wilco.org

Fax:

512-930-3110

**Old Town Street Festival 2020
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:

____ 8:00 am ____ 8:30 am ____ 9:00 am ____ 9:30 am

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 April 1, 2020

Specialty Booth Fees:

____ 10x10 single booth **\$150**
____ 10x10 specific single booth **\$190**

Food & Beverage Booth Fees:

____ 10x10 booth **\$250**
____ 10x20 booth **\$350**

April 1, 2020 and After

Specialty Booth Fees:

____ 10x10 single booth **\$190**
____ 10x10 specific single booth **\$230**

Food & Beverage Booth Fees:

____ 10x10 booth **\$290**
____ 10x20 booth **\$390**

No space assignment will be made until the booth fee is paid. Space assignments will be sent one week prior to the festival and no changes will be allowed after assignment.

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.

While we work to create strong variety at our show, **you are not guaranteed product exclusivity.**

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.

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 _____