



Celebrate Roanoke 2017 Vendor Application Packet

Applications Due/Postmarked by September 1, 2017

Dear Celebrate Roanoke applicant:

We invite you to apply to participate in the 12th Annual Celebrate Roanoke, which will be held on **October 14, 2017** from 10:00 A.M. - 9:00 P.M.

Please follow all application instructions carefully and note that the deadline for submitting applications is **September 1, 2017**. Applications postmarked by September 1, 2017 will be considered on time.

All applicants will be notified by mail of acceptance or non-acceptance. Checks and photos (if applicable) are returned to applicants not accepted.

The following items must be completed and enclosed for the application to be considered:

- Completed application
- Total entry fee (check or money order only)
- Copy of Texas Sales Tax and Use Permit
- Current photos of your products and your overall display (photocopies are accepted)
- Notarized hold harmless agreement (page 7 in packet)

Sincerely,
The Celebrate Roanoke Festival Committee

Vendor Information

1. Due to the limited number of available booths, the Celebrate Roanoke Vendor Committee will select vendors from applications received by **September 1, 2017**. This deadline is strictly adhered to. Late applications are subject to an additional \$25 fee.
2. Incomplete applications are not accepted.
3. Submission of application does not guarantee acceptance or placement. The Celebrate Roanoke Committee allocates a limited number of booth spaces for non-retail type vendors. Festival officials reserve the right to select or reject vendors.
4. All applicants will be notified by mail of acceptance or non-acceptance. Checks and photos are returned to applicants not selected.
5. If selected as a festival vendor, a letter will be sent out on October 4, 2017 with booth assignment and setup instructions.
6. Festival vendors may begin set up on **Saturday, October 14 at 7:00 A.M.**
7. No vehicular traffic is permitted on festival grounds between 3:00 P.M. Friday and 10:00 P.M. Saturday, after clearance by festival officials. **Movement of street barricades could result in expulsion from the festival and/or a fine.**
8. Celebrate Roanoke is an outdoor event and no refunds will be given for inclement weather. Celebrate Roanoke is rain or shine.
9. Vendors can select from a 10' x 10' or 10' x 20' covered booth. One 6' table and two chairs will be included with booth. One electrical outlet is provided (110 volts). Additional power is available for a fee of \$100. Special electricity requests may be accommodated for an additional fee.
10. Vendors must supply their own extension cords, lighting and cord coverings.
11. Vendors shall provide any additional booth decorations. All sale and display items must be contained within booth area.
12. You and/or your representative must be present at your assigned booth during festival hours.
13. The City of Roanoke does not assume responsibility for damage or theft of your property.
14. Vendors are responsible for submitting all applicable taxes directly to the proper agency.
15. Pets are permitted, but must be on a leash at all times.

Celebrate Roanoke 2017 Application Form

APPLICATION DEADLINE: SEPTEMBER 1, 2017

NO CASH ACCEPTED FOR FEES. CHECK OR MONEY ORDER ONLY.

ONE APPLICATION NEEDED FOR EACH BOOTH REQUEST.

General Information

Company Name:	
Contact Name:	
Mailing Address:	
City, State Zip:	
Business Phone:	Cell Phone:
Phone Number During Festival:	
Email Address:	
Business Website:	
TX Sales Tax #:	

How did you hear about Celebrate Roanoke 2017? **Select One.**

Returning Vendor

Social Media Ad

City Website

Word of Mouth

North Texas Festival Website

Flyer/Poster

Newspaper Ad

Other: _____

Commercial Vendor

I am a commercial vendor (unique retail/business, civil group, non-profit) and require:

One 10' x 10' space (\$175) One 10' x 20' space (\$350)

- One 6' table and two chairs will be included with booth.

110 volts of electricity is provided. Will you need additional power?

Yes (\$100) No

Please check **ONLY ONE** box for the category that best applies to your business/company:

- | | |
|--|---|
| <input type="checkbox"/> Artwork | <input type="checkbox"/> Woodwork |
| <input type="checkbox"/> Children's Clothing/Accessories | <input type="checkbox"/> Pet Products |
| <input type="checkbox"/> Fashion and/or Accessories | <input type="checkbox"/> Home Accessories/Décor |
| <input type="checkbox"/> Pottery | <input type="checkbox"/> Metalwork |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Fine Art | |

Description of items to be displayed/sold: _____

***Please enclose photos of items to be sold/photos of booth set up. Photos of accepted vendors become property of the City of Roanoke.**

Food Vendor

I am a food vendor and require:

One 10' x 10' space (\$300) One 10' x 20' space (\$550)

- One 6' table and two chairs will be included with booth.

110 volts of electricity is provided. Will you need additional power?

Yes (\$100) No

Description of **all** menu items to be sold, including portion size and price range: _____

***Please enclose photos of items to be sold/photos of booth set up. Photos of accepted vendors become property of the City of Roanoke.**

Application Submission

Application deadline is September 1, 2017. Late applications are subject to an additional \$25 fee. To submit your application, please include:

- Completed application
- Total entry fee (check or money order only) Please make check/money order payable to: City of Roanoke, 108 S. Oak Street, Roanoke, TX 76262
- Copy of Texas Sales Tax and Use Permit
- Current photos of your products and your overall display (photocopies are accepted)
- Notarized hold harmless agreement (page 7 in packet)

Mail or deliver completed application and necessary documents with payment to:

**City of Roanoke
Celebrate Roanoke 2017
108 S. Oak Street
Roanoke, TX 76262**

Forms may be submitted to the address above Monday-Friday, 8:00 A.M.-5:00 P.M., with the exception of government holidays. All applicants will be notified by mail of acceptance or non-acceptance.

Please note: Submission of application does not guarantee acceptance or placement. The Celebrate Roanoke Committee allocates a limited number of booth spaces for non-retail type vendors. Festival officials reserve the right to select or reject vendors. **We do not offer any exclusives in vendor selection.**

RULES OF CONDUCT: All exhibitors are expected to conduct themselves in a professional manner, according to the rules of this agreement. Any unruly conduct, refusal to follow rules or use of foul language to festival patrons or personnel will be considered grounds for expulsion from the festival. Exhibitor will not be invited to return to subsequent festivals.

I understand that no refunds will be given for any reason after my application is received and accepted.

I will have no illegal substances or weapons on my person, in my booth or in my vehicle during the festival.

I agree with the provisions provided to me in this packet. My signature acknowledges that I will be present and my booth will be open during all advertised hours of Celebrate Roanoke. I agree to follow all rules and regulations set forth by festival staff and understand that failure to do so can result in my immediate expulsion without refund.

Vendor Signature: _____

Date: _____

**Hold Harmless and Indemnity Agreement
Celebrate Roanoke Festival 2017
October 14, 2017**

I, _____, the undersigned, binding my heirs, executors, administrators, estate and assigns, do hereby agree to completely and wholly release, indemnify and hold harmless the City of Roanoke, its officers, agents, independent contractors and employees for any and all claims, damages, harm, personal injury, including death, property damage, lawsuits and judgments, including court costs, expenses and reasonable attorney's fees, and all other expenses resulting from the activities, programs and events occurring on the above-stated date of the stated festival in Roanoke, Texas.

It is the understanding of all parties that this release, indemnity and hold harmless agreement shall apply whether or not the claims, damages, harm, personal injury, including death, property damages, lawsuits judgments, court costs, attorney's fees, or any other expense arise from the negligence of whatever nature, omissions, willful or intentional acts of the vendors of vendor's officers, agents employees, independent contractors, other representatives, invites, licenses, or guests.

If this vendor is other than an individual, vendor certifies, warrants and represents that the individual whose signature appears below is duly authorized to execute the agreement on behalf of the firm, corporation, partnership or other entity who is the vendor.

IN WITNESS WHEREOF, this agreement has been executed this ____ day of _____, 20____.

Vendor: _____
Signature: _____
Printed Name: _____
Title: _____

STATE OF _____

COUNTY OF _____

Before me _____ on this day personally appeared _____ known to me (or proved to me on the oath of _____) or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this ____ day of _____, A.D. _____.

(Seal)

Notary Public In and For the State of _____.

My Commission Expires _____