

OAK TREE FESTIVAL - LONE OAK, TX

VENDOR BOOTH REGISTRATION

OCTOBER 21, 2017

**** MARK YOUR CALENDAR AS THIS FESTIVAL IS ALWAYS THE 3RD SATURDAY ON OCTOBER****

Mail Payment To:

City of Lone Oak
Attn: Susie Cooper/ Oak Tree Festival
PO Box 127
Lone Oak, TX 75453

or

Drop Payments Off At:

Lone Oak City Hall
115 Town Square
Lone Oak, TX 75453

Please make checks and money orders to: City of Lone Oak

COMPANY/ORGANIZATION NAME * _____

CONTACT PERSON* _____

ADDRESS * _____

CITY, STATE, ZIP * _____

EMAIL ADDRESS * _____

WEBSITE * _____

NUMBER OF BOOTHS REQUESTED * _____

BOOTH INFORMATION

_____ * 1 BOOTH \$25.00 (W/O ELECTRIC)

_____ * 1 BOOTH \$35.00 (WITH ELECTRIC)

_____ * 1 BOOTH \$45.00 (INDOORS – CIVIC CENTER)

ADDITIONAL BOOTH ARE \$10.00 EACH

- OUTSIDE BOOTHS ARE 10X10. BOOTHS WITH ELECTRIC ARE LIMITED AND VENDORS ARE RESPONSIBLE FOR BRINGING THEIR OWN EXTENSION CORDS.

Please list any items you are selling or distributing at the event

Please list any specific requirements you have for your booth, electrical or otherwise, so that we may plan accordingly.

Vendor Guidelines

Please read the following carefully.

- As a vendor, your booth must be set up, staffed and ready to operate by 9:00am. The event will be held from 9:00am until 5:00pm. Auction at the pavilion starts at 6:30. Tear down will begin no earlier 4:30 and needs to be completed by 6:30pm.
- Vendor must provide necessary equipment to operate their booth. Tables and chairs are not provided. Individual booths are not provided with trashcans, so bring your own if you need it. Vendors are responsible for cleaning up their booth area.
- The City of Lone Oak is unable to accept responsibility for any lost or stolen items or for any equipment other than our own.
- Only one organization or vendor may use each booth space unless prior authorization has been obtained. All vendors must conduct business in their designated booth areas only, unless approved otherwise. Pre-registered vendors unable to attend must notify us 48 hours prior to the event and are not permitted to sublet without prior consent. Fliers, handbill and petitions will be limited to booth areas only. Non-booth holders may not distribute merchandise or fliers of any kind.
- NO FOOD ITEMS OR BEVERAGES MAY BE SOLD at vendor booths other than those specifically identified as food vendors.

- NO FOOD ITEMS DISTRIBUTED AT ANY BOOTH WITHOUT A HEALTH PERMIT and prior approval from the festival organizers. Please call the Health Department at least 2 weeks prior to the festival and ask for a temporary food permit. Permits not applied for at least 2 weeks in advance may not be processed in time, so please get this done early.
- It is the responsibility of all exhibitors to obtain all permits, licenses, etc. Festival organizers reserve the right to prohibit the sale or distribution of materials that may be illegal, pornographic, or those considered offensive. Please do not display any merchandise that would be inappropriate for children. This is a family event. Any decision made by festival organizers are final.
- Vehicles must be parked in approved areas. No vehicles can be driven through the vendor area AFTER SET UP (and again at take down), so plan accordingly. We cannot assume responsibility for any vehicles ticketed or towed that are not properly parked.
- All fees are non-refundable and must be paid by the morning of the event.

I hereby agree that all above information is correct and I have read and will abide by the guidelines.

Signature

Date