



Hempstead Chamber of Commerce

P.O. Box 517
Hempstead, TX 77445
979-826-8217

27th Annual Watermelon Festival Saturday, July 16, 2016

Vendor Application

Email to: wfvendor@att.net / www.hempsteadtxchamber.com

Make Checks Payable to: Hempstead Chamber of Commerce (HCC)

Mail to: Hempstead Chamber of Commerce, P.O. Box 517, Hempstead, TX 77445
Attn: Vendor Committee

Name: _____

Business Name: _____

Email: _____

Website: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

Detail list of items you wish to sell: _____

You cannot sell any items that are not on your application.
Food Vendors, please do not attach a menu, items must be listed

I HAVE READ THE RULES AND AGREE TO ABOVE GUIDELINES
(see pages 2 & 3 please sign all pages and return with your completed application)

Signature: _____ Date: _____

Texas State Tax ID # or Social Security # (Required): _____

You MUST provide an email address or fax number to receive you confirmation.

A booth will not be assigned until we receive all necessary information

Chamber Use Only:

Date received: _____ Check # _____ Amount: _____ Booth # _____

Booth Type: _____ Approved by: _____ Acknowledgement sent: _____

Watermelon Festival Vendor Rules

Phone: 979-826-8217

The Hempstead Chamber of Commerce welcomes your participation in the 27th Annual Watermelon Festival. Please help us maintain the integrity of this festival by following rules and guidelines.

Submission of your application assumes compliance with the following rules and guidelines.

1. Vendors are no longer required to show proof of Commercial General Liability policy.
2. Resale Tax # or Social Security number is required for all applicants.
3. Sales tax collection and payment is the vendor's responsibility.
4. **All vendor booth spaces are approximately 12' wide x 15' deep. (For trailers please include the length of the tongue in the measurements, if it is longer than 12' you must get two spaces)**
5. HCC will do their best to accommodate all booth request, however, booth spaces are at the discretion of the Vendor Committee and are on a first come first serve basis. *Booth spaces are \$100⁰⁰ per space if postmarked by May 31st, 2016. If you are a returning vendor, you can get your previous space if you register by May 31st. (All applications must be postmarked by May 31st) On June 1st it will be on a first come first serve basis and the fee is \$125. (Application must be postmarked by June 30th) After July 1st the fee is \$150 cash, money order or pay pal only.* For an additional \$20⁰⁰ **per booth space**, electricity is available. (110v only). There is only a limited number of electrical recepticals available. Again it is on a first come first serve basis.
6. ALL items being sold must be listed on your application. HCC has the right to refuse distasteful or dangerous items. NO LIVE ANIMALS (ie. Birds, reptiles or canines). **No guns, knives or weapons of any kind!**
7. Vendors must provide all furnishings, including tents, tables, chairs, decorations etc.
8. Booths are required to check in and be set up by 8:30 a.m. and remain open until 6:00 p.m. Booths not occupied by 8:00 a.m. may be reassigned by the Vendor Committee. If your booth will remain open for the evening entertainment and dance from 6:00 p.m. to 1:00 a.m., please note that on your application and you will be placed accordingly. No moving allowed once you are set up, without approval from one of the Vendor Committee Chairpersons.
9. Vehicles will be allowed in the festival area beginning at 6:00 a.m. before opening of the festival. Only one vehicle per booth will be allowed in at a time. Please unload, park your vehicle, then setup your booth. Vendor parking will be behind Prosperity Bank and the Waller County Appraisal District. No vehicles will be allowed in during the festival operating hours. NO Craft Vendors will be allowed to set up on Friday. If you are a Food Vendor and are outside of the "Food Court" area, you may not check in until Saturday morning at 6:00 a.m. **NO EXCEPTIONS!!!**
10. Loss, theft or anything left behind is the sole responsibility of the vendor.
11. Vendor applications are accepted by mail, email or dropped off at 1116 Austin Str., Hempstead. A confirmation will be sent to you once your booth has been approved.
12. Payment must be made with your application. No money, no reservation.
13. NO REFUNDS WILL BE MADE FOR ANY REASON.
14. NO FIREWORKS OF ANY KIND ARE ALLOWED IN THE FESTIVAL AREA.
15. Any Vendor not adhering to rules or are disrespectful or rude to Event staff will be asked to leave and no refunds will be made. Please remember, this is a family fun event and everyone is here to have fun. All of our festival workers are volunteers. Any disrespect shown to festival workers, you will be asked to leave and disqualified to any future events.
16. **Any application received without a signed copy of the rules and regulations will not be processed until the copy of the signed rules is received.**

I have read and understand the rules.

Sign and date: _____

REVISED: 8-1-2015

Chamber use only:

Date Received: _____ Check # _____ Amount _____ Booth # _____

Booth Type: _____ To Treasurer: _____

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Food Vendors

1. All vendor booth spaces are 12' wide x 15' deep. *If you are using a trailer you must include the "tongue" in your measurements, if it is wider than 12' feet you must get two spaces.*
2. HCC will do their best to accommodate all booth request, however, booth spaces are at the discretion of the Vendor Committee and is on a first come first serve basis. *Booth spaces are \$100⁰⁰ per space if post marked on or before May 31st, 2016. If you are a returning vendor, you can get your previous space if you register by May 31st. (All applications must be postmarked by May 31st) June 1st it will be on a first come first serve basis and the fee is \$125. After July 1st the fee is \$150 cash money order or pay pal only. + 20% of sales.* ALL food vendors must accept tokens only. If you do not, you will be asked to leave. For an additional \$20⁰⁰ per booth space electricity is available. (110v only)
3. If you have an open flame, you must also have a fire extinguisher.
4. Ice is available for purchase from the Watermelon Festival. The ice trailer will be located next to the Token Booth near the Watermelon Tent.
5. Food Vendors will be allowed to set up and sell on Friday night. **You must accept tokens on Saturday. Any food vendor accepting cash will be asked close the booth immediately!** All sales for Friday night will go to the Vendor. **All Food Vendors must attend a mandatory meeting at the Hempstead Elementary Bus Pick-up lot located on FM1887 just South of the Festival area. The meeting will be held at 4 P.M. You cannot set up until you have been checked in at the Elementary School.** Anyone setting up prior to 4 PM will be asked to move until the appropriate time.
6. All the rules on page one also apply to Food Vendors.

I have read and understand the rules.

Sign and date: _____

REVISED: 8-1-2016

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