

The Hempstead Commerce and Civic Association welcomes your participation as a Vendor in the Watermelon Festival. Please help us maintain the integrity of this festival by following these rules and guidelines. By submitting your application you agree to comply with the following:

1. Vendors are no longer required to show proof of Commercial General Liability policy.
2. Tax ID# 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 longer than 12 feet, you must get two spaces.

**FEES:** Craft- \$100 per booth/ Food- \$150 per booth. Money is due before June 15th, 2022. After June 15th and NO LATER than July 8th, booth prices are +\$50. Hempstead Commerce and Civic Association will do their best to accommodate all booth requests. However, booth spaces are assigned at the discretion of the Vendor Committee and are on a first come first serve basis.

**NO ELECTRICITY IS PROVIDED. ALL BOOTHS ARE SELF-SUSTAINED.**

**Food vendors: PLEASE MAKE SURE YOU INCLUDE ALL FOOD/DRINK ITEMS TO BE SOLD. NO BOOTH WILL BE ABLE TO SELL SAME FOOD ITEM(determined by date of approval). ALL FOOD VENDORS MUST HAVE PRICES VISIBLE/BIG ENOUGH TO SEE.**

5. ALL items being sold must be listed on your application.
  - Hempstead Commerce and Civic Association has the right to limit the amount of same/ similar items sold
  - Hempstead Commerce and Civic Association will only allow one booth each of MLM companies (i.e. Pampered Chef, Scentsy, Mary Kay, etc)
  - Hempstead Commerce and Civic Association has the right to refuse distasteful or dangerous items.
  - NO LIVE ANIMALS (i.e. birds, reptiles or canines).
  - NO GUNS, KNIVES, or WEAPONS of any kind, including toys or replicas
  - Vendors must provide all furnishings, including tents, tables, chairs, decorations, etc.
6. 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. You do NOT have to stay until 1:00am. Limited spots available.
  - No moving allowed once you are set up without approval from one of the Vendor Committee Chairpersons.
7. 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 set up your booth.
- Vendor parking will be at Waller County Appraisal District.
- No vehicles will be allowed in during the festival operating hours.
- No Craft Vendors or Food Vendors will be allowed to set up on Friday. You may not check in until Saturday morning at 6:00 a.m. NO EXCEPTIONS!!!!

**8.** Loss, theft or anything left behind is the sole responsibility of the vendor.

**9.** Vendor applications are accepted online (payment via PayPal), by mail or in person at 733 12th St., Hempstead, TX 77445. A confirmation will be sent to you once your booth has been approved.

**10.** Payment must be made with your application. NO money, NO reservation.

**11.** NO REFUNDS WILL BE MADE FOR ANY REASON.

**12.** NO FIREWORKS OF ANY KIND ARE ALLOWED IN THE FESTIVAL AREA.

**13.** Any Vendor not adhering to these rules, or being disrespectful or rude to event staff, will be asked to leave, without any refund, and may be disqualified to participate in any future Hempstead Commerce and Civic Association events. Please remember, this is a family event, everyone is here to have fun, and our festival workers are volunteers.

**14.** An application completed online, received by mail, or submitted in person constitutes your agreement to abide by these rules and guidelines.