



**MOO-LA
STEPHENVILLE
TEXAS FEST**

ESTABLISHED 2019

Non-Profit Vendor Packet

Stephenville
★ Tourism and Visitors Bureau



Booth Sizes, Electricity, and Assignments

Standard booth size is 10x10. You must provide your own tables, chairs, canopies, etc. Electricity is \$25 and limited. We only offer 1 outlet per \$25 and only guarantee a standard 110 outlet. You MUST bring your own extension cords. We suggest you bring at least one 75 foot cord and more if possible. Booth locations are always subject to change. If your location changes the day of the event, we appreciate your patience and understanding as you work with us to adjust the layout.

Set Up

Set up times will be specific for each event. Event coordinator will notify you well in advance the times of each event you sign up for and when the load in time begins.

Vendors must park in designated vendor parking at each event.

Driving into our event area to set up will NOT be allowed at any event for ANY reason. Please bring carts, dollies, etc. to transfer your items to and from your booth location and vehicle. We cannot guarantee that volunteers or staff will be available to help.

Acceptance

If you are accepted into the festival, you will be notified via email within 5 business days after our office receives your application and payment. If you are not accepted, you will be notified and a full refund will be given.

Deciding what type of vendor you are

Non-Profit vendors are those that have a registered 501(c). This form must be provided to receive non-profit pricing. Commercial vendors are businesses, people, etc. that are NOT selling items on site. They are simply there to market. Merchant vendors are those that sell items on site.

Food Vendors are those who will be selling food or beverages that may or may not inspection and approval from the Stephenville Fire Department. ALL vendors selling food must provide a current Erath County Health Inspection. *Please note that you may be contacted if you have signed up under the incorrect category and asked to approve the up-charge to the correct category. Applications can be denied if approval is not given.*

Misc. Information

All our events are outdoor and subject to weather changing conditions. No refunds will be issued for weather related cancellations or delay.

It is the responsibility of the vendor to collect & report sales tax from the event. Vendors are required to have a TX State Sales and Use Tax Permit clearly showing the tax ID# posted in the booth at all times.

For questions or more information about pricing or specific event information, please contact Jennifer Basham, Parks and Leisure Services Director, jbasham@stephenvilletx.gov or 254-918-1216

City of Stephenville Liability Waiver

The undersigned vendor warrants that vendor is the sole owner of the merchandise or brand exhibited at event. It is understood that the City of Stephenville merely arranges for the exhibition and sale of merchandise and assumes no responsibility for safekeeping or protection of it. In consideration of and to induce the arranging by the city for exhibition and sale of this merchandise, the undersigned vendor does hereby release the city from any claim, action, demand, or liability arising out of any conduct of any nature of the city, or its agents, including its asserted failure to exercise ordinary care, and does hereby indemnify, assume the responsibility for and by, any person for expense or damage arising from the exhibition and/or sale of the merchandise.

It is understood that the City of Stephenville is renting space to the vendor for the display and sale of merchandise and the city assumes no responsibility for the supervision or guarding of the rented space or protection of same.

No refunds will be granted after 45 days prior to event's registered for. Request for refund must be in writing.

All information subject to change.

I _____ understand that all decisions of the City of Stephenville are made in keeping with the overall objectives and quality of the events and that all decisions are final.

Signature _____ Date _____

