

FallFest Vendor Rules & Regulation

1. **Reservation/Payment:** Applications with the appropriate fees and release forms, made payable to the Clifton Main Street Program, must be submitted by September 27, 2019, and approved for all exhibits. Spaces are reserved and assigned based on date of receipt of payment. **Submission of application will not guarantee vendor space reservation.** Reservations will **not** be final until payment is received.

2. **Booth package:** All vendors will be located on the 100 block of N. Ave. D and along 5th Street (FM 219), in downtown Clifton. Exhibitors are responsible for their own chairs, tables, and extension cords if needing electricity. Spaces are 10'x12'. (Exhibit in 10'x10' space and additional space used to keep equipment off of walkway.) Vendors will be required to keep additional items and equipment clear of sidewalks at all times. Exhibitors may use their own EZ-up canopy. Tents will be available at an additional charge. Please specify in application if using your own canopy.

Food vendors: Food vendors will be placed in the designated food court. It will be the responsibility of the vendor to provide water and sanitary supplies as required by Texas Department of Health Services. Food Vendor spaces will be 10' x 20'- if more space is required as a result of a trailer, you **MUST** contact Clifton Main Street and make arrangements which may include purchase of additional vendor booth space prior to the event.

***** Food Vendors are required by the Texas Department of Health Services to obtain an event permit. Failure to do so may result in removal from the event and possible action by Texas Department of Health Services*****

CLIFTON MAIN STREET RESERVES THE RIGHT TO THE SELL OF ALL DRINKS, unless prior arrangements have been made. ALL SODAS, WATER and GATORADE type beverages will be sold by the program. Any vendor not adhering to this may be asked to leave the event and will not be invited to return. Vendors with custom beverages etc., should contact Clifton Main Street prior and make arrangements.

3. **Set-up time:** Saturday, October 19 from 6:00am-9:00am.

4. **Exhibit time:** Saturday, October 19 from 10am – 6pm. **(No early pack ups! This causes safety issues for guests and other vendors.)**

5. **Taxes:** Exhibitor is responsible for obtaining a sales tax permit (if required) and displaying that permit appropriately.

6. **Liability:** The Clifton Main Street Program is renting space to the exhibitor for display and assumes **no** responsibility for the supervision or safe keeping of the rental space or exhibited items. The exhibitor releases the Clifton Main Street Program, The City of Clifton or any agent of the event from claim, action, demand, or liability relating to conduct, or damage of a personal nature or of exhibited items.

7. **Vendors:** *The Clifton Main Street Program reserves the right to approve or deny access to participate as a vendor to any & all applying vendors.* In the case of duplication of like items; issues will be worked out with vendors to resolve any conflict. As a sales person/ representative for a larger Direct Sales company, only ONE representative will be allowed to exhibit items at FallFest. This is on a first-come-first-served basis, and vendor must disclose in application they will be representing a Direct Sales Company.

8. **Parking:** Vendors will be required to park in vendor parking which will be located at the corner of 3rd St. and N. Ave. F in the Citizens State Bank parking lot. The parking spaces closest to the bank doors are **RESERVED FOR BANK CUSTOMERS.**

9. **Refunds:** Vendor no shows will not be entitled to a refund. Written notice must be received at least **14 days** prior to event. **No refunds will be made in the event of inclement weather.**

10. **Removal of product:** The Clifton Main Street Program reserves the right to remove any product from exhibitor's booths that is perceived as inappropriate or illegal.

11. **Electricity:** Electricity is offered with an additional charge (depending on wattage needed) and is payable with the booth fee. Electricity is limited; food vendors will be given first choice. You must bring your own heavy duty extension cord: 200 ft. is sufficient. Cords across walkways must be taped down.

12. It is the responsibility of the vendor to ensure that your booth space is kept **clean and orderly** during the event and before departing at the end of the day. **Trash is to be removed and placed in trash bins provided prior to departure.**

13. **Deadline for receiving application – September 27, 2019**

14. Vendor information packet will be sent approximately 10 days prior to the event with verification of booth space and any further details for loading and unloading on the day of the event. If you would prefer to have this information sent to you via email rather than regular postal service, please indicate on your application.

FOR MORE INFORMATION & QUESTIONS

Vendor Chairman: Julie Conley – 254.386.7060; juliec210@centurylink.net

Clifton Main Street Program – P.O. Box 231 – Clifton, TX 76634

Angela Smith, Main Street Manager 254.253.0146 or mainstreet.clifontx@gmail.com