



FallFest Vendor Rules & Regulation

- Reservation/Payment:** Applications with the appropriate release forms and fees made payable to the Clifton Main Street, must be received by City of Clifton Main Street by **August 31, 2021 by 4:30 pm**. 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 in full and complete paperwork are received.
- Booth package:** Vendors will be located on the 100-200 blocks of North Avenue D and North Avenue E, and along West 3rd Street in Historic Downtown Clifton. Placement is at the discretion of Clifton Main Street. Spaces are 10'x10'. (Exhibit in 10'x10' space only.) A limited number of 10'x20' spaces will also be available. Exhibitors are responsible for their own chairs and tables. Vendors will be required to keep additional items and equipment clear of walkways at all times. Exhibitors may set up their own canopy as long as it does not exceed the designated space.
Local non-profit organizations, please contact City of Clifton Main Street for additional information.
- Set-up time:** Saturday, October 16 from 6:00 am – 8:59 am. No vehicles will be permitted within the event site after 8:00 am. NO exceptions! If you prefer to set up on Friday evening, you MUST make prior arrangements with Clifton Main Street.
- Exhibit time:** Saturday, October 16 from 9:00 am – 5:00 pm.
No late arrivals! No early pack ups! The safety of our guests and participants is paramount. Booths must be attended at ALL times.
The vendor is responsible to ensure that the booth space is kept **clean, safe, and orderly** during the event and before departure. Trash is to be removed and placed in trash bins provided prior to departure.
- Taxes:** Exhibitor is responsible for obtaining a sales tax permit (if required) and displaying the permit appropriately.
- No animals allowed.**
- Liability:** City of Clifton Main Street 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.
- Vendors:** City of Clifton Main Street 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. Vendor must disclose in application they will be representing a Direct Sales Company.

Clifton Main Street reserves the right to the sale of ALL BOTTLED WATER unless prior arrangements have been made.

9. **Parking:** Vendors are required to park in vendor parking which will be located at the corner of Third Street and North Avenue F in the Citizens State Bank parking lot. The parking spaces closest to the bank doors are **RESERVED FOR BANK CUSTOMERS.**

10. **Refunds:** Vendor no shows will not be entitled to a refund. Written notice must be received by September 1, 2021, 4:00 pm. **No refunds will be made in the event of inclement weather.**

11. **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.

12. **Vendor information packet** will be sent approximately 2 weeks 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.

➤ **Dates to Remember:**

Early Bird Deadline – 7/31/21 by 4:30 pm. **\$10 off** Registration Fee.

Vendor Deadline – 8/31/21 by 4:30 pm.

➤ **Times to Remember, October 16, 2021:**

6:00 am – Vendor Set Up opens.

8:00 am – Barricades close. All vehicles must be out of the event site.

9:00 am – Festival opens. Be ready for sales.

5:00 pm – Vendors close. No early breakdown.

5:30 – 6:15 pm – Barricades open for vendor exit.

6:15 pm – Event site must be clear of Non-Food Vendors

Any vendor not adhering to Vendor Rules and Regulations may be asked to leave the event and will not be invited to return. Vendors are subject to a fine of \$1,000 for violation of FallFest Vendor Rules & Regulations.

FOR MORE INFORMATION & QUESTIONS

City of Clifton Main Street

P.O. Box 231 ~ 403 West 3rd Street

Clifton, TX 76634

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