

# Royalty Pecan Farms Harvest Festival 2018

## Vendor Application Guidelines

Thank you for your interest in becoming a vendor for our annual Harvest Festival. Before submitting an application, please review all information included with this document.

### **About the Harvest Festival:**

Royalty Pecan Farms began hosting the annual Harvest Festival in 2012 to celebrate the beginning of the pecan harvest with the community. The festival will kick off on November 3<sup>rd</sup> with a 5k & 10k race through the orchard. The Harvest Festival will open at 10am and go until 6pm.

### **General Information:**

We have high expectations for the businesses that participate in the festival and the presentation they set. We are committed to making our Harvest Festival the best experience for not only our guests, but also our vendors. We strive to deliver exceptional support and customer service because our festival could not be put on without our vendors.

### **The following must be submitted with your application:**

1. A completed vendor application (paper or online submission) **by October 19, 2018**
2. A full list of products being sold at the event and the pricing. Food vendors must include a menu with pricing. Photos can be included and are encouraged with the submission.
3. A description of the booth layout. (If you are bringing a tent, structures, anything that requires electric.)

### **Vendor Booth Pricing and Details:**

- Vendor booth: 10x10- \$75; with electric \$100
- Food truck vendor: please email [marketing@royaltypecans.com](mailto:marketing@royaltypecans.com) for more details
- You must bring your own tables, chairs, tent, etc.
- Electricity will be available for small lights and appliances that will draw no more than a total of 10 amps per vendor for an additional fee. Vendors will need to furnish their own extension cords. A 100' heavy-duty cord is recommended.

**\*\*Please be aware:** wind will be a factor for your booth set up. We encourage you to bring additional supplies to secure your booth set up such as stakes for tents.

# **Royalty Pecan Farms Harvest Festival 2018**

## **Vendor Rules and Regulation**

### **Hours of Operation**

The Harvest Festival begins at 10am and goes until 6pm. Check in and booth assignments for vendors will begin at 8:30am in the Welcome Center.

### **Booth Layout**

Vendors must provide their own tent/canopy, equipment, tables, etc. All tables should be covered to the ground (or set up so that boxes and materials are hidden from sight and all items fit within the booth space.)

Work and personal belongings, such as tables, chairs, and boxes, must be contained within assigned space.

### **Cancellation Policy**

The festival will be held – Rain or Shine.

Refund of vendor fees will not be given for any cancellation or removal for cause.

### **Booth Set Up and Tear Down**

Unloading and set-up times are from 8:30 A.M. – 9:45 A.M. on Saturday. These are the only times during which vendor vehicles will be allowed on the festival grounds.

Re-stocking during business hours must be done by hand.

Unless prior arrangements have been made with Royalty Pecan Farms, vendors must be open for business by 10:00 A.M. on Saturday and remain open for business until 6:00 P.M., but may remain open later – vendor's choice. Break down prior to 6:00 P.M. will disqualify you from any future festivals.

### **Parking**

Vehicles will not be permitted on the grounds at any time. Parking will be available near the vendor area. During set up, do not park beyond the orange flags.

### **Vendor Sales**

Sales shall be conducted in an orderly business manner. No shouting or other objectionable means of soliciting trade shall be tolerated. All vendors have to maintain a neat, orderly and sanitary booth. All vendors are responsible for the disposal of their own waste at the end of the festival.

## **Compliance**

Vendors are responsible for having any required government licenses or permits. Vendors are required to charge the appropriate sales tax on all sales and comply with all reporting requirements. The sales tax rate for Burleson County is 6.75%. It is state law that you report your sales tax collected on this day. Please include your Sales Tax permit number on your entry application.

## **Product Guidelines:**

- No giveaways, drawings or registrations are allowed.
- The sale of weapons (this includes but not limited to guns, knives, arrows, spears, bullets, etc.) is not permitted.
- No pecan or other nut product can be sold at the festival.
- No merchandise with any Royalty Pecan Farms logo or name can be sold without prior authorization from the company.
- The sale or display of any tobacco products or products promoting tobacco is prohibited.
- The sale or display of pornographic materials of any type is prohibited.
- The sale or display of drug paraphernalia is prohibited.
- The sale or display of fireworks is prohibited
- No copyrighted merchandise may be displayed or offered for sale without proper authorization.

# **Royalty Pecan Farms Harvest Festival 2018**

## **Vendor Release and Acknowledgement**

I hereby make application to become an exhibitor at the ROYALTY PECAN FARMS HARVEST FESTIVAL. I have read and understand the rules that have been established by Royalty Pecan Farms, and I further agree to abide by the rules and regulations as enumerated herein and as may be set forth in the future. Furthermore, I hereby release and forever discharge Royalty Pecan Farms from any responsibility or liability for loss, claims, damages, theft, injury or accident. It is further agreed that this applicant shall maintain his/her space, merchandise, activities and business practices in compliance with the laws of the State of Texas and the City Ordinances of Caldwell and Burleson County. Applicant understands that any violation of or non-compliance with same may result in immediate expulsion of Applicant and his/her exhibit from the Festival. In addition Applicant understands that the signed application is a binding contract between him/her and Royalty Pecan Farms.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Texas Sales Tax ID. No. \_\_\_\_\_

# Royalty Pecan Farms Harvest Festival 2018

## Vendor Application

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Products being sold at the festival: \_\_\_\_\_

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Layout and details of your booth design: \_\_\_\_\_

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Any special accommodations: \_\_\_\_\_

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### You may return the application by one of these methods:

**MAIL:**

Attn: Harvest Festival  
C/O Royalty Pecan Farms  
10600 State Hwy 21 E.  
Caldwell, Texas 77836

**FAX:**

979.272.3335

**EMAIL:**

Events@RoyaltyPecans.com

# Royalty Pecan Farms Harvest Festival 2018

## Vendor Payment Information

Vendor Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Merchandise Vendor:  \$75 w/o elec.  \$100 w/ elec.

Food Vendor:  \$150 w/ elec.

### Payment Information:

\_\_\_ Check Enclosed

Amount: \$ \_\_\_\_\_

Credit Card No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Amt: \$ \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_