



BOOTH REQUEST
Caldwell's 175th Birthday Party
November 14, 2015
11am-2pm



RETAIL, ARTS AND CRAFTS
BOOTH APPLICATION AND INSTRUCTIONS

DEADLINE: Applications should be received no later than November 2, 2015

Name: _____

Address: _____
 (Street # and Street) (City) (State) (Zip)

Telephone: _____
 (Mobile) (Home) (Business)

Email: _____

Information: Please check the box to the left of **all** of the items you offer. If a category is not available, list the items you offer in the blank area. Only the items you have listed will be allowed for display in your booth. Be sure to enclose photographs of all the types of items you plan to sell. If your item is not checked or listed on your application it will not be allowed in your booth.

- | | | |
|--|---|--------------------------------|
| <input type="checkbox"/> Candles | <input type="checkbox"/> Ceramics, pottery | <input type="checkbox"/> Other |
| <input type="checkbox"/> Clothing (type) _____ | <input type="checkbox"/> Fibers, batik, weaving, etc. _____ | |
| <input type="checkbox"/> Graphics, drawings, etchings, sculpture | <input type="checkbox"/> Iron works (type) _____ | |
| <input type="checkbox"/> Jelly, jams or preserves | <input type="checkbox"/> Jewelry _____ | |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Paintings, acrylics, oil, watercolor _____ | |
| <input type="checkbox"/> Woodwork | <input type="checkbox"/> Commercial Items | |

Do you make your own products? Yes

No

If a booth is not available, please put me on a waiting list:

Yes

No

Enclosed you will find an application form and exhibition rules. There will not be a booth fee for this event. Booth assignments will be made at the discretion of the Main Street Promotions Committee. Booth locations will be assigned in order of receipt of applications, pending committee review of photos.

The booth locations will be down Echols Street on the downtown square during the 175th Caldwell Birthday event.

Photos: One photo shall be submitted in each category to be exhibited. Polaroid photos are accepted. If you would like your photos returned, please include a self addressed stamped envelope.

ARTIST RELEASE AND ACKNOWLEDGMENT

I hereby make application to become an exhibitor in the Caldwell 175th Birthday Celebration. I have read and understand the rules that have been established by the Main Street Promotions Committee 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 the City of Caldwell, the Caldwell Main Street and Friends of Caldwell Main Street 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, 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 event. In addition, Applicant understands that the signed application is a binding contract between them and the Caldwell Main Street (City of Caldwell).

Please return to:

Attn: 175th Caldwell Birthday Celebration
c/o Caldwell Main Street
107 S. Hill Street
Caldwell, Texas 77836
mainstreet@caldwelltx.gov

Name: _____ (printed)

Signed: _____ Date: _____

IMPORTANT: Texas Sales Tax Id. No. _____

Checklist: Have you enclosed your signed application and photos of your work?

For further information, contact:

Michelle Mahfouz, Main Street Manager
979-567-3901
mainstreet@caldwelltx.gov

EXHIBITION RULES:

Please help us to maintain the integrity of this event by closely examining these rules as they apply both to your work and to your conduct on the event grounds.

1. All vendors must send a photo of their work/goods with their application. This is a juried show and all entries are reviewed.
2. A confirmed reservation from Caldwell Main Street is a commitment to show.
3. All vendors must show and sell Saturday, November 14, 2015 from 11am-2pm.
4. NO VEHICLES WILL BE ALLOWED IN THE EVENT AREA BETWEEN 10:30am-2:30pm.
5. Main Street Promotions Committee members will view all displays. The committee shall have the right to remove any work or vendor that violate any of the rules of the event or any ordinances or law of either the City of Caldwell, Burleson County, the State of Texas or United States of America.
6. Booth sizes are approximately 10' x 10'. All exhibitors are required to stay within the booth area they are assigned. Exhibitors are not allowed to encroach or block any sidewalk or walkway in the event area. Exhibitors must provide their own display equipment. It is recommended that Exhibitors bring a canopy or tent that can set on an asphalt street surface. No electricity is available.
7. Set up time is from 9:30am-10:30am the morning of Saturday, November 14, 2015. Please do not attempt to set up before this time.
8. Booths not occupied by 10:30am on Saturday, November 14th will be reassigned.
9. NO FIREWORKS of any kind allowed in the event area.
10. Vendor vehicles are not allowed in area after unloading. Please move to an available parking space outside of the event area.
11. Exhibitor vehicles are NOT allowed in the Festival area from 10:30am-2:30pm, on Saturday, November
12. Sales tax collection and payment will be exhibitor's responsibility. Sales Tax permit must be posted and plainly visible in your booth at all times. It is a state law that you report your sales tax collected on this day. Please include Sales Tax permit number on your entry application. The State Comptroller's office will be present the day of sales and will be checking each booth individually for sales tax permits. If you have not paid or are behind in sales taxes, the Comptroller's office will not allow you to set up at our event.