



LAKE TRAVIS SPRINGFEST

Lake Travis Chamber of Commerce

Serving Bee Cave, Briarcliff, Lakeway and The Hills

E-mail: info@laketravischamber.com Phone: 512.263.5833 Fax: 512.263.1355

1415 RR 620 South, Suite 202, Austin, TX 78734

P.O. Box 340034, Austin, TX 78734

2008 Festival Details

Location: Star Hill Ranch 15000 Hamilton Pool Rd Austin, TX 78738

Show Dates: Sunday, April 27, 2008

Show Hours: 11:00am to 8:00pm

Application Deadline: Monday, April 14, 2008

Booth Fees: Please indicate your booth size and location preferences:

Rank your top 2 booth preferences from 1 to 3 with 1 being the most desirable. It is possible you may not receive any of your preferences. A sample site map is available online at www.laketravischamber.com.

Booth	<u>Non Profit and LTC Members</u>	<u>Rank</u>	<u>Non- Member</u>	<u>Rank</u>
<u>Inside</u>				
8x8 center	\$100		\$125	
8x8 Wall	\$100		\$125	
8x8 Corner	\$100		\$125	
4x8 center	\$85		\$100	
4x8 wall	\$85		\$100	
4x 8 corner	\$85		\$100	
<u>Outside</u>				
10x10	\$100		\$125	
<u>Extras</u>				
electricity	\$10		\$10	
add.table	\$10		\$10	
add. Chair	\$10		\$10	

INSIDE booths – Electricity, tables and chairs available and must be ordered with your application. Climate controlled space and restroom facilities. Vendor is responsible for signage, tables and chairs, etc.

OUTSIDE booths - Limited quantity available, but our largest booth offering with outside exposure to the Live Music. Vendor is responsible for signage, tables, chairs and canopy, etc.

Fax completed application and required certifications to 512.263.1355

Questions? email: info@laketravischamber.com phone:512.263.5833

Deadline for Merchant Application is April 14, 2008

Booth Fee Due: With Application or no later than April 14, 2008. Please pay by cash, check or credit card. No space will be held without payment.

Set Up: Set up is Sunday, April 27, 2008 from 8am-10:30a.m. When setting up you can park in Star Hill Ranch parking for up to 30 minutes. You must unload all items then move your vehicle to vendor parking BEFORE setting up your canopy, display & product. Those vendors needing a little more time please specify on your application. There is NO PARKING at Star Hill Ranch during the hours of 11:00am-8:00pm on Sunday. All vendors must be set up by 10:30am Sunday!

Vendor Parking: TBD

Tear Down: Is not before 8pm on Sunday. NO VENDOR may pull their vehicle up to any parking space in Star Hill Ranch until after they are completely torn down and ready to load. Follow the instructions of the security and coordinator, we are here to try to prevent congestion and to get everyone out as quickly and safely as possible.

Vendor Amenities: Free Admission & Free Parking; VIP tent accommodations; Web site listing; Mass Emailings; Electronic flyer for your use to distribute to your contacts and followers.

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Rules & Regulations: The following rules have been established by the Lake Travis Chamber after years of experience to uphold the integrity of this show. All rules MUST be followed by ALL participating vendors. Event coordinator has final say and noncompliance will result in elimination from future events.

- Vendors are required to provide their own display equipment and/or canopy. Your booth display must be professional.
- If two or more persons/companies would collaborate to share a booth, each person/vendor must be identified on the application.
- All vendors MUST be present and on site during the entire show unless approved by event coordinator. Please plan to have proper representation in booth at all times of the show.
- Participating exhibitors will be responsible for collecting and paying current Texas Sales Tax on all sales made during the show. A Texas Sales Tax Certificate is required for participation. If you need a Texas Sales Tax ID , please go to <http://www.window.state.tx.us/taxpermit/>
- You will receive your vendor packet at check in. Inside you will find vendor parking tags for both your vehicle and trailer. These must be displayed at all times. Vendors must park in designated vendor parking. Do not block anyone's trailer and DO NOT park in customer parking.
- NO refunds on booth rental after April 14, 2008. Cancellation after 4.14.08 or no show may result in decline of application for future events.
- Do not move railroad ties or drive on the Star Hill Ranch grounds – stay on designated drive areas only.
- All canopies and tents must be secured & tied down.
- Vendor generated trash; boxes, product etc must be disposed of in the designated dumpster.
- Check out: Please fill out completed Vendor Exit List and Survey at the Merchant Booth before retrieving your vehicle and trailer from Vendor parking. You will be given a number by the coordinator, and dismissed in order.

Please retain a copy of these rules for your reference.

I have read and I understand the event details and rules and agree to abide by all the rules during my participation as a vendor in the Lake Travis SpringFest. If I do not abide by these rules I understand I will be forced to leave.

Vendor Signature

Date

Fax completed application and required certifications to 512.263.1355
Questions? email: info@laketravischamber.com phone: 512.263.5833

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2008 Application

Name: _____
Business Name: _____
Address: _____
City: State: Zip: _____
Email: _____ @ _____
Web Address: <http://www.> _____
Business Phone / Alternate Phone: _____ / _____
Drivers License Number: _____
Texas Sales Tax Number: _____
Vehicle & Trailer Tags: _____

Category: *(Please circle and then give description)*

Retail; Beauty/Spa; Auto; Sports/Rec; Home Builders; Real-estate; Finance; Arts/Crafts; Restaurants; Education;
Other _____

Description of products: _____

Amount of cash/check/money order attached: _____ Please make payable to Lake Travis Chamber
Credit Card _____ Exp _____ CID _____
Statement Billing address: _____
Name on Credit Card: _____

Booth Fees:

Complete this application and submit the following to be considered for the 2008 Lake Travis SpringFest:

- A copy of your Texas Sales Tax Certificate
- A copy of your Texas Food Manufacturers License (if selling pre-packaged food items)
- A copy of your Texas Agriculture License (if selling plant products)
- A signed copy of the rules and regulations.

Release: *I hereby release the Lake Travis Chamber and any and all of its members from any responsibility for any injuries to me or my employees and for any loss or damage to personal property while participating in the Lake Travis SpringFest. I understand that there are no refunds and that there will be no rain dates given.*

Vendor Signature

Date

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