

52nd NATIONAL POLKA FESTIVAL *ARTS & CRAFTS FAIR*

Saturday, May 26; 9:00 am – 5:00 pm

Sunday, May 27; 11:00 am – 4:00 pm

TWO DAY OUTDOOR SHOW!!

Sponsored by: The Ennis Chamber of Commerce



Arts & Crafts Exhibitor/Vendor Agreement

Arts & Crafts Vendors: Please include a list of full description of items to be sold, pictures are preferred. You will be notified of the items NOT allowed to sell. Electricity is limited and **ONLY** available to food vendors. The Chamber Polka Festival Committee reserves the right to remove items/vendors WITHOUT a refund. If you have any questions or concerns, please feel free to contact us at 972-878-2625.

Any and all consumable products (prepared prior to or at festival for public consumption) **MUST** complete the Ennis Health Department Temporary Food Permit Application along with the \$50 fee and Vendor Application to participate. Non-profit organizations must also obtain a food permit but are exempt from the permit fees. All food items will be subject to approval from the Chamber Polka Festival Committee and the City of Ennis. There will be **no duplication of food items.** Please fill out the form completely with items to be sold and return with your check, money order or credit/debit card number as soon as possible. **Repeat vendors do get first choice at their items from last year, but we do need your application and payment by March 1, 2018 to secure your previous items.**

The Ennis Chamber of Commerce reserves the right to remove items/vendors that do not abide by this rule WITHOUT refund.

Spaces will be available for rent to any person or organization wishing to sell CRAFTS, HANDWORK, PAINTINGS, FOOD, OR COMPANY HANDOUTS. NO GARAGE SALE ITEMS. We do reserve the right to refuse an application of a vendor at the discretion of the Chamber Polka Festival Committee. Items NOT permitted and enforced include silly string, water guns, BB guns, plastic guns, disappearing ink, stink bombs, fireworks of any kind, pop balls, play cigarettes, hair paint or hair painting. Face painting and the sale of sunglasses will be limited to the first three people. PLEASE NOTE: National Polka Festival is trademarked and cannot be used on merchandise.

Registration, Set Up and Tear Down: A **COMPLETE LIST** of items to be sold must be furnished. **A picture is preferred.** You may be asked to put items away if not included in listing. Booths may be located on brick and asphalt surfaced in the 100 block of North West Main Street, 100 – 300 block of West Knox (**NO STAKES** can be driven into spaces). This is an OUTDOOR FESTIVAL - **Exhibitor must provide ALL of their own display equipment. NO electrical outlets, tables, chairs or tents will be available.**

Set up begins AFTER 5:00 pm on Friday evening. There will be traffic managers available to direct you during your set up time. Because of the limited available of festival area parking you are asked to be considerate of others and **you will have 15 minutes to unload your tent and all products at your spot and then park your vehicle outside of the festival parameters.**

Please have all vehicles out of the public area by 9:00 am Saturday morning. Space holders not checked in by 7:30 am on Saturday may lose their space.

It is the exhibitor's responsibility to dismantle and clean their space prior to leaving.

Schedule: Festival hours are Saturday, May 26, 9:00 am – 5:00 pm and Sunday, May 27, 11:00 am – 4:00 pm. The Polka Festival will kick off with a parade starting at 10:00 am on Saturday. There will be **NO** vehicles permitted on sight until 5:00 pm on Saturday and 4:00 pm on Sunday. If you close early, you must hand carry your merchandise off of the lot.

Weather: This is an outdoor festival. **There will be NO refunds due to inclement weather.**

Sales Tax: Sales tax numbers **ARE REQUIRED**. No vendor will be allowed to participate without providing a valid number upon registration.

Security: General security will be provided overnight both Friday and Saturday. However, vendors are responsible for their own booths, including merchandise and money, security of their goods and property. Neither the Festival Committee nor the Festival Volunteers for Sponsors will be responsible for stolen, lost or damaged property, accidents or injury.

Fees: Fee details are outlined on application. Fees are to be paid in advance with application. **Booth spaces are on a first paid in full first assigned basis. There will be NO refunds due to weather.** Space reservations must be made in writing and accompanied by full payment. Your canceled check is your receipt. A booth has been reserved, unless you are notified otherwise. Notification of booth assignment will be emailed in May. There is a return check fee of \$30.

Payment: Checks or money orders should be made payable to Ennis Chamber of Commerce. **Post-dated checks are not accepted.** Mail all completed and signed documents to Ennis Chamber of Commerce, P.O. Box 1177, Ennis, TX 75120. Deadline for payment by check is **May 1st**. After this date *money order, cash or credit/debit cards ONLY!* If you need to cancel for any reason, we must be notified **in writing by May 1, 2018** for a full refund (excluding food permit fee). **No refunds after May 1, 2018.**

Deadline: Applications must be postmarked on or before **May 19, 2018 or when spaces are full (whichever comes first).**

Electricity & Water: Electricity or water is **NOT** available. ***Small, quiet, fumeless*** generators will be allowed but **MUST** fit within the purchased space(s). The Chamber does reserve the right to have you discontinue use of a generator that we feel is a problem.

Special Requests or Needs: If you have a special request or needs, please note them on reservation. These will be accommodated, IF POSSIBLE, if application is received prior to April 1st. It will be difficult to make changes in space assignments, etc. on the show days or three weeks prior to show.

Signing below you indicate agreement to all conditions listed in this Exhibitor/Vendor Agreement.

Vendor Booth Name

Vendor Printed Name

Date

Vendor Signature

52nd ANNUAL ENNIS POLKA FESTIVAL
SATURDAY, MAY 26 & SUNDAY, MAY 27, 2018

Hosted by
ENNIS CHAMBER OF COMMERCE

Deadline for Early Registration is May 1!

Registration Deadline is May 20!

Administrative Use Only
Date Received: _____
Number of Spaces: _____
Amount Paid: _____
Food Permit Received: _____ Paid: _____
Booth Assignment: _____
Other Notes: _____

Business Name: _____

Main Contact: _____

Mailing Address: _____ Sales Tax Permit # **(Required)**: _____

City: _____ State: _____ Zip: _____ Email (for booth assignment info): _____

Cell phone: _____

Are you a repeat vendor?() Yes () No (Application must be post marked by **March 1, 2018** and is NOT guaranteed)

(All booth spaces are reserved on a first paid in full basis; post-dated checks are not accepted)

Do you plan to bring a _____ truck _____ trailer _____ tent (Trailer measurements **MUST** include tongue. Example if 13 ft must buy 2 spaces!)

REGISTRATION TYPE	By May 1	After May 1	Total
1 10x10 space	\$175	\$200	
2 10x10 space Please note if you prefer your spaces side by side or back to back. (This is NOT guaranteed)	\$325	\$400	
3 or more 10x10 spaces	# _____ x \$150 Each	# _____ x \$175 Each	
Food Permit (Mailed & payable to Ennis Chamber of Commerce)	\$50 (per unit)	\$50 (per unit)	
Chamber Member Discount	\$25	\$25	
TOTAL DUE			

ELECTRICITY OR WATER IS NOT AVAILABLE

List ALL special equipment (i.e. propane, generator) _____ **MUST** fit within the purchased space(s).

YOU MUST SEND PICTURES OR GIVE A COMPLETE DESCRIPTION OF PRODUCST TO BE SOLD (Required)

Please attach a separate sheet for listing if needed.

The event is on a concrete surface, so stakes are not an option for securing canopies. Please plan accordingly.

Method of Payment

_____ Check (No checks accepted after May 1) _____ Cash/Money Order _____ Credit/Debit

Please debit my credit/debit card for the total amount of \$ _____ (to include a 3% card processing fee)

By signing below, I authorize the Ennis Chamber of Commerce to charge my credit card in the amount listed above.

Card Number _____ Exp. _____ Billing Zip _____ CVV _____

Signature _____