

# **Old Town Christmas Festival**

**oldtownleander.com**

**Leander Chamber of Commerce & Visitors Center**

**PO Box 556**

**Leander, Texas 78646**

**512-259-1907**

The **3rd Annual Old Town Christmas Festival** will be held **Saturday, Dec. 1st, 2018**, from 9am-9pm, in Old Town Leander located at 100 N Brushy St, Leander, TX 78641. The festival expects to host 5,000-10,000 guests.

Booth spaces are on a first-come, first-served basis, juried, and are expected to sell out quickly as we will only have a limited number of vendor spaces.

Vendors will be approved by the OTCF committee as each application is received. Please complete the online application and submit your payment to be considered.

If you have any questions about a vendor space or OTCF, please do not hesitate to contact OTCF by email at **[office@leandercc.org](mailto:office@leandercc.org)**.

Looking forward to seeing you at Old Town Christmas Festival 2018!

Bridget L. Brandt, President & CEO  
Leander Chamber of Commerce & Visitors Center

**Old Town Christmas Festival 2018  
Vendor Application**

**DATE:** December 1st, 2018  
**TIME:** 9AM-9PM  
**WHERE:** 100 N Brushy St, Leander, TX 78641

This contract is between the LEANDER CHAMBER OF COMMERCE & VISITORS CENTER, and the person whose name appears below, hereinafter, referred to as VENDOR.

The general rules of Old Town Christmas Festival is incorporated into and made a part of this contract and shall be binding on the parties hereto.

- Vendor agrees to display merchandise in an attractive manner. All display equipment, tables, tents, etc are to be furnished by vendor. Tents are a requirement along with 160 lbs of tent weights (40 lbs per leg). **No early tear-down.**
- All booths must have a representative present at all times during the festival hours of operation.
- All booths should be open from the front only.
- Vendors are not permitted pets or vehicles on the grounds.
- Vendor agrees to assume all liability for damages or loss caused to the premises on their exhibit area by reason of their exhibit and agree to indemnify and hold harmless the LEANDER CHAMBER OF COMMERCE & VISITORS CENTER, the sponsor of the event, its directors, officers and members for all liability which might ensue by reason of his/her exhibit or presence at the event.
- Vendors shall indemnify the Leander Chamber of Commerce & Visitors Center against all liability resulting from negligence of the vendor, their agents or employees and shall reimburse the Leander Chamber for any loss or expense incurred by reason of negligence. The LEANDER CHAMBER OF COMMERCE & VISITORS CENTER is not responsible and does not guarantee against loss or damage due to theft, fire, wind, hail, rain, accident, sunlight, cold or injury or any other acts of God.
- Vendors may NOT assign this contract or their space or sublet all or any part of their space.
- Vendors are solely responsible for all sales, taxes, permits, etc. OTCF will not provide change or credit card transfer.
- Heaters are not permitted.
- Lights are required. Electricity is limited and provided for food vendors and specialty/business vendors who purchase a space on the map indicated with electric (booths 47-71). Quiet generators are allowed. We also can recommend battery-operated LED lights.

The Leander Chamber of Commerce & Visitors Center reserves the right to reject or prohibit any exhibit, proposed exhibit or part thereof, including without limitation, any person, articles, conduct, printed matter, catalogues or souvenirs that, in its opinion, are

not suitable to and in keeping with the character of the OLD TOWN CHRISTMAS FESTIVAL.

**NO REFUNDS WILL BE MADE AFTER ACCEPTANCE DATE OR DUE TO WEATHER. If in the event there is severe weather, there will be a Christmas Market held December 8.** OLD TOWN CHRISTMAS FESTIVAL MAY BE CANCELLED AFTER COMMENCEMENT DUE TO ACTS OF GOD OR OTHER ACTIONS THAT MAY ENDANGER PARTICIPANTS OR EXHIBITORS. BY SIGNING BELOW, THE EXHIBITOR ACKNOWLEDGES RECEIPT, UNDERSTANDING AND AGREEMENT TO THESE RULES AND REGULATIONS.

### **VENDOR GUIDELINES**

- Each booth space is 10'x10'.
- Must be a food vendor to sell beverages, soft drinks and/or water.
- Electricity is limited to certain areas. If you are a specialty vendor or business and would like electricity, you must select a specific booth indicated on the map (booths 47-71 include electric). Selection of a specific booth is an additional \$40. Vendors are required to bring their own electrical cords - bring long cords as electric may be up to 150 ft away.
- All food vendors will have access to electric (one 110V plug per vendor) - bring long cords as electric may be up to 150 ft away.
- All vendors are permitted to bring quiet generators.

### **VENDOR SETUP & EVENT DAY OPERATIONS**

- Setup may begin on Saturday, December 1st, starting at 6:00 am and all cars must be out of the grounds by 9:00 am. Your assigned check-in time will be given to you the week before the festival. If you miss your assigned time, you will not be allowed to check in.
- All vendors must be open for business from 10:30 am-8:30 pm.
- Parking: Vendors may park in the festival area only long enough to unload. Vendor and public parking is available just outside of the grounds, located in yellow on the map. Parking inside the grounds will be allowed in the lot indicated but that lot will not be open for exit until after the last person has left the grounds (we estimate this will be around 10pm).
- Tear-down will begin after 9:00 pm. **NO EARLY TEAR-DOWN.** *No cars will be allowed inside festival grounds between 9am-10pm or until the roads are cleared.*
- **If you would like to leave prior to 10pm, you will need to dolly your items out of the festival.**

### **FOOD VENDOR GUIDELINES**

- **Food trucks and food trailers must purchase enough space to accommodate.**
- Electricity requirements and any electrical food service equipment you plan to bring requiring heating elements must be noted in the space provided on the application.
- All supplies (bowls, plates, napkins, utensils, etc.) must be provided by the vendor.
- Food service can include beverage sales, soft drinks, and water. No alcohol.

### **FOOD SERVICE REQUIREMENTS**

- **All groups using a generator and/or cooking on-site must have a new or inspected 5lb dry chemical fire extinguisher. Your booth will be inspected by the Fire Marshal before the event. If you fail inspection you will not be able to operate until your booth is in compliance.**
- **Mobile food establishments:** Gas containers shall be located and secured on the exterior of the mobile food establishment, open to the atmosphere or if containers are kept in compartment, the compartment must be separate from the interior preparation area. Access must be from the exterior of the unit and compartment floor and the exterior door must be vented to the atmosphere.
- All food vendors must complete the Temporary Food Establishment Application with the Williamson County and Cities Health Department and pay the \$50 fee associated with the permit. It is the responsibility of the vendor to contact the Health Department separate from the City of Leander. The City of Leander has no involvement with this permit being issued.
- The Temporary Food Establishment Permit is needed for any group that is serving and/or providing samples of foods. If you have an Annual Mobile Food Establishment Permit with Williamson County this can replace the Temporary Food Establishment Permit Requirement.
- Permit Applications must be submitted to the Williamson County Health District at least two weeks before the event (Nov 17, 2018). Permit Applications can be submitted by mail, fax, or email. For more information please visit [http://www.wcchd.org/services/food\\_and\\_restaurant](http://www.wcchd.org/services/food_and_restaurant).

**Mail:**

355 Texas Ave, Round Rock,  
TX 78664

**Phone:**

512-248-7620

**Email**

david.urban@wilco.org

**Fax:**

512-930-3110

**BONUS BENEFITS OF PARTICIPATING**

- All vendors are listed on our website and we link all vendors to the site for continued shopping!
- When you donate an item for us to use at a future chamber event, we will advertise it on the Old Town Facebook and event page. Minimum value of \$50 for advertisement.

**Old Town Christmas Festival 2018  
Vendor Application/Contract**

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

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

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Website/Facebook \_\_\_\_\_

Address \_\_\_\_\_

Description of items to be sold

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please select your preferred check-in time:

\_\_\_\_\_ 6:00 am      \_\_\_\_\_ 7:00 am      \_\_\_\_\_ 8:00 am

**Please provide photos of the booth display** to be used at OTCF along with the completed application. Photos will become the property of OTCF and may be used in marketing materials. Photographs may be emailed to [office@leandercc.org](mailto:office@leandercc.org).

**\*\*Direct Sales vendors can apply starting July 16th at 9AM.**

**Prior to October 1, 2018**

Specialty Booth Fees:

\_\_\_\_\_ 10x10 single booth **\$110**

\_\_\_\_\_ 10x10 specific single booth **\$150**

Food & Beverage Booth Fees:

\_\_\_\_\_ 10x10 booth **\$250**

\_\_\_\_\_ 10x20 booth **\$350**

Business Booth Fees:

\_\_\_\_\_ 10x10 single booth **\$250 (Chamber members & Nonprofits receive \$50 discount)**

\_\_\_\_\_ 10x10 specific single booth \$290

**October 1, 2018 and After**

Specialty Booth Fees:

\_\_\_\_\_ 10x10 single booth \$150

\_\_\_\_\_ 10x10 specific single booth \$190

Food & Beverage Booth Fees:

\_\_\_\_\_ 10x10 booth \$290

\_\_\_\_\_ 10x20 booth \$390

Business Booth Fees:

\_\_\_\_\_ 10x10 single booth \$250 (Chamber members & Nonprofits receive \$50 discount)

\_\_\_\_\_ 10x10 specific single booth \$290

No space assignment will be made until the booth fee is paid.

**Agreement term: Vendor hereby acknowledges that they have read, understand and agree to the terms as printed on the "Vendor Forms" above and accepts this agreement as binding.**

\_\_\_\_\_

Signature

Date

**MAKE ALL CHECKS PAYABLE TO THE LEANDER CHAMBER OF COMMERCE & VISITORS CENTER**

*You will be notified by phone and/or email when the application is accepted.*

For OTCF office use only: Type of payment: \_\_\_\_\_ cash \_\_\_\_\_ check # \_\_\_\_\_

Date received \_\_\_\_\_ Date Accepted \_\_\_\_\_ Accepted by \_\_\_\_\_