

VENDOR RULES AND GUIDELINES

(To be filled out, signed and mailed with payment by first time Vendors only)

RENTING SPACES

1. Vendors must follow Vendor Guidelines pertinent to federal, state, and local laws and ordinances, and exhibit appropriate vendor behavior.

2. Vendors must have a current *Texas Sales Tax and Use Permit* and display it at your booth during markets hours.

Call Texas Comptroller at 1-800-252-5555 , or apply on line at www.window.state.tx.us.

All vendors must provide KTF a copy of Texas Sales Tax Permit. Exhibitors will be responsible for collecting and paying Texas Sales Tax on all sales made during the show.

3. Vendors may set up as early as the Friday from 12.30 pm to 8.30 pm and Saturday from 6 am to 9am. No one is allowed to set up earlier than that. All set up must be completed before the market at 9:00 a.m., and must have all merchandise removed by 8 p.m. the Sunday after the market. There will be no driving of vehicles and/or trailer in the park after 9am Saturday and before 4pm on Sunday.

4. Management requires all Vendors to be set up and open during show hours. Saturday 9am to 5pm, and Sunday from 9 am to 4pm. We do not cancel for weather.

5. No other vendor may set up in your space with you without prior approval from management, subletting your space is not allowed

6. The fee for electricity is \$15 for a 110V outlet and \$30 for vendors requiring 30 or 50 amp outlets. (Food Vendors). Electricity may only be used for reasonable lighting and small appliances such as fans. Electric heaters or air-conditioners are prohibited in regular vending spaces. (certain exemptions apply to food vendors)

VENDING

1. Vending must occur from rented spaces and may not exceed the space boundaries.

2. Only Food Vendors may sell food or drink, including canned or bottled.

3. Vendors must maintain their lots in an orderly and clean manner. Failure to leave your area clean after the show breakdown, may result in an additional clean up fee.

4. No dogs and cats can be sold at this market.

5. All firearms shall be under constant supervision by the individual vendor that owns said firearms and all firearms shall be secured during non-show hours. Vendors cannot display or sell guns that are in violation of Federal or State laws. Displayed guns must have open breeches or clip/magazine removed, as appropriate.

Vendors will comply with all gun laws including those in regard to convicted felons and in regard to laws relative to the sale of firearms to individuals under the age of 18 (for rifles and shotguns) or the age of 21 (for handguns).

6. Each Vendor is solely responsible for his/her merchandise/property and business transactions.

Merchandise left unattended is done so entirely at the owners risk.

SELLING FOOD

1. All food concession stands must meet and remain consistent with the State of Texas Health Department standards. www.dshs.state.tx.us and must have a inspected Class K fire extinguisher on site at all times.

2. A copy of your food permit must be on file with Kerrville Traders Fest.

According to state law, waste water of any type, and grease must be disposed of in a approved waste dump station. Do not discard it into a public place, grass area, street, etc.

Dumping of any water or grease is not allowed on the premises, anyone doing so will be asked to leave the market.

Food Vendors are responsible maintaining a clean and appealing space. Please pick up trash created as a result of your sales and dropped by your littering customers.

Trash containers will be provided on site.

Do not pour grease or coals on ground or asphalt.

Any and all spills must be cleaned up immediately and may result in an additional charge if damages to property are incurred.

MISCELLANEOUS

1. Vendors may bring small pets, but they must be on a leash or be restrained in their space at all times. Pet owners are responsible for any property damage or personal injury caused by their pet. Pet owner must pick up after your pet.
2. No merchandise or trash is to be left in your space after the show, unless preapproved by management.
3. The market, it's owners and will not be liable for any personal injury or property loss caused by calamitous weather, accidents, or theft.
4. Management reserves the right to restrict the sale, display or distribution of any printed materials, photographs, books, paraphernalia or other representations in order to maintain a proper, moral, wholesome, environment. You could be asked to leave the premises immediately if not corrected when asked to or these rules are broken.
5. No electric heaters or air conditioners are allowed. Propane heaters only!

SAFETY & SECURITY

Please exercise appropriate safety measures at all times, and report any hazard, unsafe condition or security concern to KTF staff working during Market Day. KTF cannot, and will not, assume responsibility for your property on the grounds before, during or after Market Day. Please keep merchandise, displays and cords out of the walkways. Please keep all monies and personal items secured. We urge each of you to be vigilant. Please advise the KTC staff of any unsafe conditions or security threats of which you become aware.

PAYMENTS

1. Personal checks will only be accepted from Vendors paying for advance reservations.
2. All payments made the week of the show either by mail or in person shall be in cash, money order, or a cashier's check.
3. There is a \$30.00 charge on all returned checks, all future payments will have to be made in cash or money order.
4. There will be no payment refunds, or transfers. Any cancellation must made be in writing 15 days prior to the show start date for credit towards next months rent only. Any cancellation made after that time period will forfeit full rental fee. If you want to secure your space for the next show, payments must be received by the end of the current show.

I, _____ have read and agree to abide by the terms of this contract. Kerrville Traders Fest and its agents reserve the right to ask anybody to leave immediately with no refund in fees paid, if the terms of this agreement are violated.

Your Signature _____ Today's Date _____

