



Dear Vendor,

We are honored to invite you to be a vendor at the 2020 Forest Festival on First Street in downtown Lufkin. Due to COVID-19 our typical 5-day festival (held in September) will now be a 1-day festival to be held on Saturday, November 14, 2020. Booths are on a first come first serve basis.

Please fill out the application with as many details on your booth as possible so that you are not placed near someone selling similar products. The more information we have, the better the festival will be for everyone.

The Texas State Forest Festival has established rules for our vendors not to prohibit sales, but to allow safe and attractive environment for the public's experience. The rules and regulations provided are intended to ensure a level playing field for all vendors while providing a quality and safe product for the public.

You can make your reservation by downloading this application and mailing it or by visiting our website at www.LufkinTexas.org to pay by credit or debit card. Please return the completed form by email or mail with pictures of your products. Please include the signed vendor's rules to assure that you have read and agree to the protocol.

In order to maintain the high quality of products offered in each booth, a detailed description and photographs of all items to be sold are required. All applications received without photographs will not be processed until pictures and payments are received. The applications and photos will be closely reviewed, and the booths will be monitored.

If you have any questions or comments, please contact our office by phone at 936-634.6644. All food vendor information can be addressed to Jill Roberson at JRoberson@LufkinTexas.org and remaining vendor information to Amanda Crocker at ACrocker@LufkinTexas.org. Also, please email any product pictures so we may market you prior to the festival on our Facebook and Instagram pages.

We look forward to seeing you in November and hope to have you back at our normally scheduled Texas State Forest Festival in 2021. Those vendors who participate this year will have first right of refusal in 2021.

Sincerely,

Tara Watson-Watkins

Tara W. Watkins
President/ CEO



Application for the 2020 Forest Festival on First Street

REQUIRED APPLICATION MATERIALS

- _____ Completed and SIGNED Application Form
- _____ Copy of Texas Sales Tax and Use Permit
- _____ Photos of Booth Set-up and/or Merchandise
- _____ Form of Payment

PLEASE MAIL APPLICATION MATERIALS TO:

Texas State Forest Festival
Lufkin/ Angelina County Chamber of Commerce
1615 S. Chestnut
Lufkin, Texas 75901

EMAIL:

ACrocker@LufkinTexas.org (retail booth)
JRoberson@LufkinTexas.org (food Vendor)

Make CHECK or Money Order Payable to:

Texas State Forest Festival

Please help us be social and Like us on Facebook and share our EVENTS!

IMPORTANT DATES

Friday, October 30

Early Bird Application Deadline. (Must be Received or Postmarked by this date)
Additional fee of \$20.00 After
Friday, October 30, 2020

Friday, October 30

No Cancellation REFUNDS after this date unless event is canceled due to COVID.

Friday, November 6

Booth Assignments Sent

FOOD Vendor Set-up Hours

Friday, November 13 after 8 p.m.

Food Vendors ONLY

Saturday, November 14th –6 a.m.

Food Vendors ONLY (must be set up by 9:30 AM)

Arts & Craft, Retail Vendors

Saturday, November 14th 6:30am-9:30 a.m.

Must be set and ready to go by 9:45 a.m.

All cars must be removed by 9:30 a.m.

Applications must be Received or Postmarked by October 30, 2020.
Any applications received after Oct 30 will pay an additional fee of \$20

NO REFUNDS after October 30, 2020

There is NO RAIN OUT

This event will go on rain or shine.

Booth assignments will be sent out November 6, 2020.

PLEASE MAIL PAYMENT & ATTACHMENTS TO:

Texas State Forest Festival
Lufkin/ Angelina County Chamber of Commerce
1615 S. Chestnut Street
Lufkin, TX 75901

**Make your check or money order payable to:
Texas State Forest Festival**

VENDOR BOOTH APPLICATION

Booth Name:

Please Indicate Space Needed
**If Your Booth is a Trailer/Truck and is LONGER than 10 Feet, including the Tongue,
You MUST Reserve a 10x20**

____ 10 X 10 retail & craft booth space = \$85

____ 10 X 20 retail & craft booth space (10-foot-wide X 20 foot deep) = \$120

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____ 10 x 10 Food booth = \$100

____ 10 x 20 Food booth = \$150

Applications received after **October 30th** will be assessed a **\$20.00** late fee.

Each 110 Outlet is for use of ONE cord with no more than 20 amps draw
50 AMP DRAW IS NOT AVAILABLE
****Extension cords Running to Outlets MUST BE 100 FT "HEAVY DUTY"**
Limited Electricity Available - First come first serve
Food vendors need to be prepared to run generators

_____ None Needed
_____ 110 volts (max draw 20 amps)
_____ 220 volts (only 4 available)

Booth Fee (Per Size) = \$ _____
Late Fee if Application sent after Oct 30 \$20 = \$ _____

Date of Application: _____

Check # _____

Total Due: \$ _____

Business Name: _____

Contact Person: _____

Mailing Address: _____

City/State/Zip: _____ Phone: _____

Email Address: _____

Business Website: _____

Are you a returning Vendor to the TSFF? _____ If yes, how many years have you attended before? _____

Please provide a list of Crafts/Merchandise or Food to be sold—this information assists us with location assignment.

**All merchandise offered must comply with Festival Rules & Regulations - Approval of application does not guarantee approval of all merchandise listed above—we will do our best to make sales fair with fewer booths/same merchandise.

If you are preparing & selling food **ONSITE**—and/or giving samples of pre-packaged foods—please **attach** a copy of your current **Food Vendor Permit**.

EVERYONE is subject to inspection by the STATE at any time

****Please Be Prepared****

Please display a copy in your booth/food trailer.

Sales Tax #: _____

Please attach a copy of Certificate to application and have a copy in your booth.

We are “**Permit Exempt**” as a ___Non-Profit___
 _____Church Health
 Department rules must still be adhered to.

For Security purposes during the Festival, please provide at least one contact name and phone number we can use to contact you during the day of the Festival, both at the booth and/or when the Festival is closing.

Name: _____ Phone #: _____

Name: _____ Phone #: _____

How did you hear about Forest Festival on First Street?

Liability Release

I understand that during my participation as a VENDOR in the Forest Festival on First Street (EVENT) the Lufkin/ Angelina County Chamber of Commerce (SPONSOR) is the final authority in the manner of interpretation and enforcement of all rules and regulations related to the EVENT and reserves the right to accept or reject any application for exhibit space at its sole discretion. Furthermore, I understand that as a VENDOR, I am responsible for knowing the Festival Rules & Regulations & acknowledge that a copy has been provided to me with this application. I am responsible for ensuring my merchandise, decorations, and behavior complies with, and reflects the high standards of the Forest Festival. My failure to do so may result in my being removed from the Festival, and no refund being issued.

I, the VENDOR, agree to keep, save, and hold the Event, Sponsor and the Lufkin/ Angelina County Chamber of Commerce harmless from any and all action liabilities, damages, judgements, costs and expenses including reasonable attorney fees, in the event an action is filed or does in any way accrue against the EVENT, SPONSOR or the Lufkin Angelina County Chamber of Commerce of consequence of the agreement or for any act, negligence or omission of the SPONSOR or SPONSOR'S agents, employees, participants or volunteers, in relation to the event.

I AGREE TO INDEMNIFY THE EVENT, SPONSOR, AND THE CHAMBER FOR ANY AND ALL ACTIONS, LIABILITIES, DAMAGES, JUDGEMENTS, COSTS AND EXPENSES INCLUDING REASONABLE ATTORNEY FEES, IN THE EVENT AN ACTION IS FILED OR DOES IN ANY WAY ACCRUE AGAINST THE INDEMNIFIED FOR PRODUCTS, MERCHANDISE, ACTIVITIES, OFFERINGS, OR THE ACTS OR OMISSIONS OF MYSELF OR ONE OF THE STAFF OF MY VENDOR BOOTH.

I agree that the EVENT and SPONSOR may use an photos or images taken or submitted for publicizing the EVENT with no compensation.

I acknowledge that I have read and understand the information contained in this application. I further understand and agree that failure to abide by the rules stated in this application can lead to immediate expulsion from the EVENT with no reimbursement or legal recourse whatsoever.

TERMS of the Application are AGREED and ACCEPTED ON: This _____ day of _____, 2020.

Printed Name: _____

Signature: _____ Title: _____

*****APPLICATION MUST BE SIGNED*****

Chamber Use

Only: Paid—CC __

Paid—Check #

Date Received

Booth Assigned

Notified

Vendor Rules and Regulations

The Forest Festival on First Street is presented by the Lufkin/ Angelina County Chamber of Commerce and the Lufkin CVB. The Chamber will have the final authority in the manner of interpretation and enforcement of all rules and regulations related to the event and reserves the right to accept or reject any application of exhibit space at its sole discretion. Please read these rules carefully.

SECURITY—The Festival is not responsible for stolen or damaged property, accidents, or injuries. Make sure your tent, trailer and/or merchandise are secure enough to withstand any and all-weather conditions.

FEES—Applications must be received or postmarked by October 30, 2020. Electrical requirements must be made at the time of application. Notification of Acceptance or Denial will be sent by November 6, 2020 with booth assignments. Cancellations made after midnight on October 30th are non-refundable. The total amount due must be paid in full with application and may be paid by check or money order payable to the Lufkin/ Angelina County Chamber of Commerce or with a debit/credit card by phone call to the Chamber office. Booth locations and a map will be sent to you on November 6, 2020.

CRAFT/MERCHANDISE or FOOD BOOTHS—Booths are assigned on a first come first paid basis. NO exceptions. If your booth is a trailer/truck, when requesting your booth size, include the trailer length with the tongue. Please indicate the entire amount of space you need. Tents, tables, chairs, display units, covers, weights, etc. are the responsibility of each Vendor and must fit WITHIN YOUR RENTED SPACE. The Festival will not provide these items.

DECORATIONS— Fall and Christmas themed decorations are encouraged. This is a family friendly holiday event and decorations should be appropriate to the Festival's guests. TSFF Management reserves the right to prohibit any decorations and/or presentations which are deemed offensive to Festival guests. Any vendor not complying with Festival Management's request or found to re-offend this provision may be removed from the Festival.

BOOTH SPACE—Your exhibit must be confined to the space you purchase. This includes trailer tongues, awnings, signs, product tables, etc. Exhibits may not interfere with other exhibits or impede access to sidewalks, designated walkways and use of the street. This will be strictly enforced.

BOOTH STAFFING—It is the responsibility of the vendor to ensure your booth is staffed at all times during the hours of festival operations.

RETURNED CHECKS—If you write a check that is returned for any reason, your check writing privileges will be lost and a fee of \$50 will be charged. Any future payments to the TSFF must be made by cash, money order, cashier's check or credit card.

ALCOHOL – NO TSFF vendor will be allowed to sell alcoholic beverages at any time. Vendors are NOT allowed to consume alcoholic beverages or be under the influence of alcohol while working at the festival. Violators will be removed and not allowed to come back.

FOOD VENDOR AND TRAILER SET-UP—If you are a food vendor, set up may begin Friday, November 13, 2020 after 8:00 pm with prior approval from the Chamber office. Please contact 936-634.6644. Saturday set-up begins at 6:00 am for **FOOD VENDORS ONLY with no one admitted prior to 6 a.m.—NO EXCEPTIONS**. Your booths must be set up by 9:30 am on Saturday, November 14, 2020. **Festival will**

officially open at 10:00 a.m.

ARTS & CRAFTS/RETAIL SET-UP—Your set up is from 6:30 a.m. to 9:30 a.m. on Saturday, November 14, 2020. **NO EXCEPTIONS.** All support vehicles must clear the booth area after unloading. Vehicles may NOT remain while setting up. All support vehicles must be removed by 9am to allow time to get fully set up and cleared.

STREET ACCESS— No Vehicles will be permitted on the streets of the Festival area after 9:30 am on Saturday. Walk-in set-ups only after that time. **PLEASE DO NOT BLOCK SIDEWALKS OR INDICATED WALKWAYS.**

ELECTRICITY— Electrical requirements must be indicated with application and will be charged an additional fee. Each 110 outlet is for use of one cord with no more than 20 amps draw. All extension cords from your booth to electrical outlet should be 100 ft 'heavy duty'. Each 220 outlet is for one cord with no more than 50 amps draw.

PARKING— We do not have a designated parking area for vendors or attendees. Parking is available on a first come, first parked basis around the Festival area. Please park along side streets, and in empty parking lots near downtown. Once your vehicle is unloaded at your booth location, we ask that you move your vehicle immediately and then come back to finish setting up.

FOOD/DRINK— If you are preparing & selling foods or beverages onsite—and/or even if you are giving samples of pre-packaged foods or beverages, you are responsible for obtaining the proper permits. Non-Profit Organizations and Churches are exempt but must have “proof of status” in their booth at all times. All food and drink vendors **MUST** comply with the applicable health department requirements. Temporary permits are available through the state and can take up to 6 weeks to obtain—please plan ahead for this requirement by the state. Their phone number is 512-834-6626. Our local health department number is 936.632.1139.

PRODUCT ELIGIBILITY— Vendors are expected to exhibit **ONLY** items that are suitable for viewing by all ages. Listing an item on the Vendor application is not sufficient to guarantee it may be offered to Festival patrons. If you have any questions, contact Festival Management prior to arrival.

PROHIBITED ITEMS—NO EXCEPTIONS

- Any items that may violate Federal, State or Local Laws.
- All firearms, accessories and kits, air soft guns, crossbows, or other items that release a projectile.
- Any restraint devices, clubs, blackjacks, and other items designed and marketed for police use.
- Pornographic material and literature or sexually oriented items and literature.
- Explosives, explosive devices, or bottled products with offensive odors.

AUDIO EFFECTS— Please no audio effects in booths unless specifically approved by the Festival Management. The Festival Management reserves the right to request audio be turned off once the festival begins if it is interfering with other booths and/or stages even if prior approval has been given. We will have music playing throughout the festival grounds.

Walking Vendors will not be permitted unless authorized by Festival Management.

VENDOR TAKE-DOWN—All vendors may begin take-down after **6 pm on Saturday**. We are a Rain or Shine Event!! All Vendors agree to remain for the duration of sales hours offered. Early closings and/or take down will harm the reputation of the festival and its Vendors and will not be allowed. At close of the

Festival, we ask that you respect those around you as everyone is trying to pack up and move out at the same time. If you experience a problem or issue or need assistance, please notify the vendor coordinator immediately.

ADVERTISING -- In order to retain consistency and “fairness at the fair,” Vendors are not allowed to advertise or promote their products in any Festival locations other than the ones designated within the agreement and all business dealings are to be conducted within the space designated within the agreement. No shouting/loud or distracting music, voices or noises are allowed to attract visitors into your booth.

TRADEMARK -- The Texas State Forest Festival and any other trademark or artwork used by the festival cannot be used on any products and/or marketing materials such as advertisements promotions, other forms or materials without written consent from the Texas State Forest Festival Marketing Department.

USE OF NAME OR OFFICIAL LOGO -- No Vendor may use the official event name, Texas State Forest Festival, or its logo without prior written consent from the Texas State Forest Festival Management. This includes the use of the names or logo for any marketing materials, media, or promotions.

THIRD PARTY RELATIONSHIPS -- Vendors may not endorse, display, promote or sell any third party relationships. Any violation of this will result in immediate removal of the conflicting booth from the grounds and the Texas State Forest Festival will revoke the contract and any payments made to the Texas State Forest Festival shall be forfeited.

PETS -- No pets allowed on Festival grounds.

PROHIBITED ITEMS-- No weapons of any sort, illegal substances, bicycles, motorized bicycles, skateboards, hover boards, roller skates or pets are allowed within the Festival grounds.

COVID-19

While attending the Forest Festival on First Street, you are expected to follow ALL posted instructions regarding COVID-19. This is an extremely contagious disease that can lead to severe illness and possibly death. By attending this event, you are voluntarily assuming all risk related to exposure to COVID-19. Please keep each other safe and healthy. As a vendor, you will be subject to State and City regulations and requirements as of the date of the Festival which may include face masks, hand sanitizer, line spacing of 6 feet social distancing for booth entry/purchase.

The Lufkin/ Angelina County Chamber will keep vendors updated as to what will be needed prior to the Festival.