



**NON-PROFIT VENDOR APPLICATION PROCEDURE:**

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Applications may be submitted to [hogeye@ci.elgin.tx.us](mailto:hogeye@ci.elgin.tx.us), mailed to Hogeye Festival, PO Box 591, Elgin, TX 78621, or turned in at Elgin City Hall, Community Services Department, 310 N. Main Street, Elgin, TX 78621.

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- Commercial liability insurance is required for activities such as, but not limited to: bounce houses, slides, bungee jumps, trains, pony rides, petting zoos, etc...
- Application must contain a COMPLETE list of activities.
- **No Electricity. No Generators.**
- **Vendors are required to weigh their tents down with 30 lb weights on each leg of their tent.**
- **Payment methods** available include cash, credit/debit, check, and money order. Please make checks payable to **Elgin Main Street Board**.
- Payment in full must be submitted at time of application. If submitting an electronic application and mailing in or dropping off payment at the office, make sure to note this on both payment and application. Your application will not be processed until payment has been received.
- **Vendor shall provide social media links for advertising and will include the Hogeye Festival in their publicity marketing and outreach.**
- **All booth fees are nonrefundable. No refunds in case of inclement weather.**
- Approval letters will be emailed. Please check your email often, as this is the main form of communication between the Hogeye Festival Committee and vendors.
- **Approval can take up to four weeks.**
- **Vendor booth assignments will not be given out before check-in.**
- **Please provide a sample of print materials to be distributed.**

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Please note that failure to submit all required information will delay your application and result in a non-refundable reprocessing fee of \$15.

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**NON-PROFIT VENDOR APPLICATION**

*Vendor Information*

Name: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

License Plate Number of car used at the festival: \_\_\_\_\_

Social Media Links \_\_\_\_\_

*Booth Information*

All spaces are 10x10. All equipment (tables, displays, etc.) must remain within the space boundaries.

Vendor Type	Before Oct. 1	Oct. 1 and after
Non-Profit Organizations	\$30	\$40

Non-Profit, please indicate whether  fund-raising or  promotional only.

Number of spaces desired: \_\_\_\_\_ X Booth Cost: \_\_\_\_\_ = Booth Total: \_\_\_\_\_

**No Electricity - No Generators**

Please include a list of **ALL** activities. Providing activities not on the list could result in the forfeiture of your booth fee and possible dismissal from the festival grounds.

Activity

**NON-PROFIT VENDOR APPLICATION**

*Payment*

**PREORDER T-SHIRTS \$15 EACH (ENTER QUANTITY)**

\_\_\_ S \_\_\_ M \_\_\_ L \_\_\_ XL \_\_\_ XXL \_\_\_ XXXL TOTAL SHIRTS X \$15= \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_

**PAYMENT METHOD:** check  cash  credit/debit card  money order

Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Expiration: \_\_\_\_\_

Security Code: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

I/We, \_\_\_\_\_, release all sponsors, co-sponsors, clubs, organizations or individuals involved in the Hogeye Festival from any liability, product or personal, for the duration of the event. I have enclosed my non-refundable booth fee. I have read the rules and agree to abide by them. I understand that failure to comply with the rules set forth by the committee will result in termination of this contract without recourse by the participant and the Hogeye Committee, Elgin Main Street Board or City of Elgin shall not be liable to anyone for this action.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please do not write in the box below. Festival use only.**

Postmark date:\_\_\_\_\_ Amt. \_\_\_\_\_ Payment Method:\_\_\_\_\_ Check # \_\_\_\_\_

Vendor accepted/rejected (circle one) Y N Reason: \_\_\_\_\_

Check to A/R:\_\_\_\_\_ Vendor notified: \_\_\_\_\_