



### CHILDREN'S ACTIVITY 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.
- **Limited electricity available. Specify what needs to be plugged in if electricity required.**
- **Vendors are required to weigh their tents down with 30 lb weights on each leg of their tent.**
- **Vendor shall provide social media links for advertising and will include the Hogeye Festival in their publicity marketing and outreach.**
- **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.
- **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.**
- **No generators allowed.**
- **Provide samples of any print material 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.

# CHILDREN'S ACTIVITY 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
Children's Activity	\$105	\$125
Non-Profit Organizations	<b>\$25</b>	<b>\$35</b>

If Non-Profit, please indicate whether  fund-raising or  promotional only. Fund-raising booths must follow the same guidelines as all other children's activity vendors.

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

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. **Limited electricity. No generators.** Provide samples of any print materials to be distributed.

Activity

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*Electrical Information*

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Electrical Outlets: Do you need electricity:  yes or  no

One 20 amp outlet is provided per children's activity booth only if needed. Additional outlets are \$10 each.

How many additional 20 amp outlets will you use?: \_\_\_\_\_ X Outlet Cost: \_\_\_\_\_ = Electrical Total: \_\_\_\_\_

Electrical appliances to be used:

Appliance	Quantity

\*Final determination of individual electrical needs will be made by the Hogeye Festival committee\*

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:**

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**CHILDREN'S ACTIVITY VENDOR APPLICATION**

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

\_\_\_S \_\_\_M \_\_\_L \_\_\_XL \_\_\_XXL \_\_\_XXXL    **TOTAL SHIRTS x \$15=** \_\_\_\_\_

Booth Cost: \_\_\_\_\_

Electrical Cost: \_\_\_\_\_

Shirt Cost: \_\_\_\_\_

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

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

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

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

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

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

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

***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:\_\_\_\_\_