

Texas State Forest Festival VENDOR Agreement

Key Information!

Texas State Forest Festival
September 21-25, 2011

Set-Up Time:

Between 9:00 a.m. and 4:00 p.m.
Wednesday, September 21, 2011
**entry via back gate ONLY!*
(may set up Tuesday from 9-5)

Booths must be ready by 4:00 p.m.
Wednesday, September 21, 2011
*** NO EXCEPTIONS!**

PRICE:

\$125 Single (10'x10' booth)
\$225 Double (10'x20' booth)

All application fees must be postmarked no later than Wednesday, September 2, 2011.

Any applications received after this date will be charged an additional \$25.00.

Placement will be subject to the approval of the Forest Festival Steering Committee.

Vendors will be given a packet of materials the day of check in, detailing setup procedures, assignment map and take-down procedures.

*The Texas State Forest Festival
is a project of the
Lufkin/Angelina County
Chamber of Commerce.*

It is herein agreed by both parties that the Texas State Forest Festival will retain full control of the creation and sale of any item bearing the name of Texas State Forest Festival or Forest Festival. It is also agreed by both parties that:

- (A) Exhibitor must supply with the application 2 (two) pictures of their exhibit or product, as they will be displayed. Texas State Forest Festival has the right to refuse any exhibit deemed inappropriate for this event, and remove any offensive or inappropriate merchandise or displays.
- (B) **All paid exhibitors will be given two (2) five-day passes to enter the Festival. Additional five-day passes are \$10.00. YOU MUST BE RESPONSIBLE FOR SEEING THAT YOU OR YOUR BOOTH WORKERS HAVE NECESSARY PASSES – Please do not have workers show up at the front gate and request us to call you to get a ticket or pass into the event. Taking care of your workers is your responsibility!**
- (C) The number of spaces is limited. Spaces will be assigned by the Festival Committee and information will be available the day of set up, Wednesday, September 21 until 4:00 p.m..
- (D) Exhibitors are responsible for their own set up equipment, such as tables and chairs or whatever may be needed for their display. Exhibitor is responsible for his/her equipment in case of loss or damage.
- (E) Any exhibitor that sells a product must collect sales tax if they are not exempt and are responsible for reporting their own tax to the Texas State Comptroller.
- (F) Any "free" giveaway items must be listed and list attached to this agreement.

- (G) **No booth may give away nor sell food or drinks except as approved by the Forest Festival Steering Committee.** Forest Festival has the right to refuse any vendor.
- (H) Vendors failing to comply with all rules may be required to leave the show and forfeit all monies.
- (I) Booths cannot be shared or subleased. **No fees will be refunded after September 2, 2011!**
- (J) Exhibitions shall not block aisle with displays or persons promoting your booth. Exhibitors must keep demonstrations within assigned space.
- (K) The receipt of application and fee is commitment to show. Once accepted, **NO REFUNDS after September 2, 2011.**
- (L) Hours of Operation for the Forest Festival are as follows: Wednesday-Friday, 5:00 p.m. - 10:00 p.m., Saturday, 9:00 a.m.-10:00 p.m.. And Sunday, 11:00am- 5:00pm. **Booths must be set up and ready to open by 4:00 p.m. Wednesday, September 21, 2011. NO EXCEPTIONS!**
- (M) **Exhibitors will not be allowed to disassemble their booth until 5:00 p.m. Sunday, September 25, 2011.**

**For more information, call
The Chamber at 936-634-6644
or email
bhobbs@lufkintexas.org**

**For further information:
www.texasforestfestival.com**

Texas State Forest Festival VENDOR Registration

Name: _____

Company: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Is electricity required? _____

Booth Size: ____ Single ____ Double

If promotional items will be given away, please list:

Amount Enclosed: _____

*Checks must be made payable to the Texas
State Forest Festival.*

*I have read the attached agreement and
hereby agree to abide by all rules set by the
Texas State Forest Festival Steering Committee.*

Exhibitor Signature

Date

Texas State Forest Festival
1615 S. Chestnut
Lufkin, TX 75901



27th Annual Texas State Forest Festival

September 21-25, 2011
George H. Henderson, Jr.
Exposition Center
Lufkin, Texas

www.texasforestfestival.com