



Woodway Roadrunner Festival
May 19th 2018
Art/Craft Vendor Application

Name: _____ Business Name: _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Work Number _____ Cell: _____

E-mail: _____ Website: _____

IMPORTANT!

All vendors requiring a permit or special event permit are required under **Ordinance No. 2006-17; Sec. 78-36 Collection of Sales Tax**, to produce a current and valid sales tax certificate upon request. **Texas Sales Tax I.D. Number** _____

Please specify the item(s) you will be selling:

- There will be no 220 electrical hook ups available. A limited number of 110 electrical hook ups (only one plug per booth) will be available for a \$25.00 fee. Generator usage will be based on type of generator (quiet).
- There will be no staked tents, weight use only.
- Please submit payment for electricity with application.

METHOD OF PAYMENT: _____ Check _____ Money Order _____ Credit Card Amt. Pd. _____

Credit Card # _____ Exp. Date _____

Cardholder signature _____

ARTIST/VENDOR RELEASE AND ACKNOWLEDGEMENT

I hereby make application to become an exhibitor in the WOODWAY ROADRUNNER FESTIVAL ARTS AND CRAFTS SHOW. I agree to abide by the rules as set forth by the WOODWAY ROADRUNNER FESTIVAL Committee. Furthermore, I hereby release and forever discharge the WOODWAY ROADRUNNER FESTIVAL from any responsibility or liability for loss, claims, damage, theft, injury or accident. It is further agreed that this applicant shall maintain his/her space, merchandise, activities and business practices in compliance with the laws of the State of Texas and the City Ordinances of Woodway. Applicant understands that violation or non-compliance of same may result in immediate expulsion of Applicant and his/her exhibit from the WOODWAY ROADRUNNER FESTIVAL. **PLEASE SIGN AND RETURN THIS PAGE WITH PAYMENT TO:**

Woodway Roadrunner Festival

c/o Janet Schaffer
1 Pavilion Way
Woodway, Texas 76712
Telephone: 254 399-9204

Signed: _____

Date: _____

This is a list of general information and guidelines for all Booth Vendors for the WOODWAY ROADRUNNER FESTIVAL. Please return signed application /release form and photo of you booth layout by **April 30th**. **If the contract, photo of booth layout and payment for electricity has not been returned by this date, your particular product(s), etc., may be given to the next vendor on our mailing list. The festival reserves the right to limit the number of vendors selling particular products and or food items. Vendors with similar items will be limited to ensure variety and undue competition.**

*Photo of you booth layout may be submitted electronically via email (jschaffer@woodwaymail.org).

Booth Fees: There is no fee for booth space, However, \$25.00 will be charged for electricity. Payable to the **Woodway Roadrunner Festival** in the form of a check, credit card, cashier's check, money order or cash. **Please do not send cash through the mail.

Booth size and fees:

10' (Serve / Customer Frontage) Wide x 10' Deep	<u>\$ 0.00</u>
10' (Serve / Customer Frontage) Wide x 20' Deep	<u>\$ 0.00</u>
10' (Serve / Customer Frontage) Wide x 10' Deep w/electricity	<u>\$25.00</u>
10' (Serve / Customer Frontage) Wide x 20' Deep w/electricity	<u>\$25.00</u>

Check-in / Load-in dates & times: Will be provided in confirmation letter upon vendor acceptance. Set up and tear down times must be strictly adhered to.

Festival Location: Woodway Center Square (Estates & Bosque)

Festival Hours:

Saturday, May 19th: 4:00 PM – 11:00 PM

Booth Services:

1. 8' or 6' table and (2) chairs will be provided.
2. Power provided for booth rented with electricity will be (1) duplex plug, 110-volt outlet of 20 amp capacity per booth space.
3. There is no parking inside the festival grounds for trailers.
4. Solicitation on the festival grounds will only be allowed for vendors that have sent in an application.
5. No water hook-ups available. Please make arrangements to bring your own potable water.
6. It is not possible to take your vehicle to the booth area during the festival hours, even to replenish stock. Cart in only, we will have golf carts to help.

Booth Requirements:

1. Signage -- Stenciled or professionally crafted
2. Please dispose of your own trash in the dumpsters

Important Information:

1. Items not allowed in booth include but are not limited to: throwing stars, martial arts weapons, brass knuckles, roach clips, snap'n pops, and knives of any sort, drug paraphernalia of any kind, crazy string, counterfeit merchandise, marshmallows or potato guns. If any item is questionable, call the Woodway Roadrunner Festival Chair at 254-399-9204. The Woodway Roadrunner Festival reserves the right to limit or restrict the sale of certain items.
2. Booth clean-up is the responsibility of the vendor. Each vendor should properly dispose of their trash in the dumpster. Trash barrels located throughout the park grounds are for festival patrons. Please remove all booth litter from the Festival Grounds no later than 11:00 p.m. Saturday May 19th. Any items left will be disposed of. Security is not provided after Saturday at 11:00 pm
3. Decisions of the festival committee are final.

All vendors are responsible for this information. By signing your application, you are indicating you have read and agree to all rules and regulations set forth in this document.

FREQUENTLY ASKED QUESTIONS

What is the Woodway Roadrunner Festival?

Come enjoy and celebrate a Woodway tradition, with the third annual Woodway Roadrunner Festival. This exciting festival will be held in the heart of Woodway and include events for children and children at heart. Come watch the Brett Hendrix Band while the youngens enjoy the many fun activities provided for them. This new Woodway tradition will surely become a family tradition after just one visit. The Woodway Roadrunner Festival has music, fun, food, and drinks; the only thing missing is you! A percentage of the proceeds will be donated to the Heart of Texas 100 Club and Texas Police Chiefs Association Foundation.

Will anything be provided for set up?

Yes, an 8' or 6' table and 2 chairs will be available upon request in advance (limited amount available).

Is electricity available for my booth?

There are a limited number of electrical outlets available, so if you will require electricity for your booth, please let us know as soon as possible. They will be reserved on a first come, first served basis.

Will we have assigned spots for set up?

Yes. The organizers will have a chart on the day of the event that has all confirmed vendors listed. When you check in at the entrance, someone will be there to show you where your designated booth area is.

May we request specific areas for set up?

We will attempt to honor requests for indoor versus outdoor space, however, please do not expect specific booth location requests to be honored. We are limited in space, and must do our best to accommodate and organize all vendors fairly. If you have paid for electricity in your booth, your booth will be located where electricity is available. If there is a disability that needs to be accommodated, please let us know as soon as possible.

What is the plan in case of bad weather?

The event will go on regardless of weather.

What type of advertising is being done for this event?

This event is posted on local television, local radio station, newspaper, and community calendars.

Why do vendors have to move vehicles off of the event grounds by 3:00pm?

The time constraint of 3:00pm allows us to safely clear the grounds, as our guests tend to arrive early, and it can create a dangerous situation if we are still trying to clear vehicles out of the area. This is a walkthrough event, and we will need as much space as possible to accommodate all vendors and attendees comfortably. We are seeking the most efficient and attractive way to showcase vendors and their merchandise, and requiring removal of vehicles is part of that plan. There are some exceptions (vendors that operate out of a vehicle, such as food trucks), and we will work to accommodate them and make sure that all vendors around them are also as comfortable as possible. Once the grounds are cleared after the event, vendors can bring their vehicles back in to load up.