

**DEAR VENDOR APPLICANT,**

The Town of Pantego invites you to apply to participate in the 5th Annual Pantego Fest to be held September 24th, 2016.

Please follow all application instructions carefully and note that the deadline for submitting the application for Pantego Fest is August 31st, 2016. Space is limited for this festival so make sure you get your application in early. All applicants will be notified of acceptance or non-acceptance by mail or email. Checks and photos are returned to applicants not selected.

**THE FOLLOWING ITEMS MUST BE COMPLETED AND ENCLOSED  
FOR THE APPLICATION TO BE CONSIDERED**

1. Completed Application
2. Notarized Hold Harmless Agreement
3. Full Payment
4. Current 4x6 photos of your products, the booth you intend to use and your overall display
5. Copy of Texas Sales Tax and Use Permit (Photocopies are acceptable)

**PANTEGO FEST IS AN OUTDOOR EVENT AND THERE  
ARE NO REFUNDS FOR INCLEMENT WEATHER.**

**— CANCELLATION POLICY —**

All cancellations must be in writing and mailed to  
**PANTEGO FEST, TOWN OF PANTEGO, 1614 S BOWEN RD, PANTEGO, TX 76013**  
All cancellations are subject to a \$50 Cancellation Fee

Cancel prior to August 31st, 2016  
**100% REFUND AFTER CANCELLATION FEE**

Cancel on or after September 1st, 2016  
**NO REFUND**

**— PLEASE NOTE —**

- Incomplete forms will not be accepted.
- Please initial and sign all required spaces.
- Photos with accepted applications become the property of Pantego Fest
- Submission of application does not guarantee acceptance or placement.
- All vendors must be present during the event merchant hours and must personally staff their

If you have any questions, please contact Holly Potter-Harvey at 214-708-1967 or [PantegoFest@TownofPantego.com](mailto:PantegoFest@TownofPantego.com)

**SINCERELY,**

Holly Potter-Harvey  
Pantego Fest Planner



**OFFICIAL VENDOR APPLICATION**

**APPLICATION DEADLINE:** August 31st, 2016  
(Please print)

<b>COMPANY NAME</b>		<b>CONTACT NAME</b>	
<b>MAILING ADDRESS</b>		<b>CITY</b>	<b>STATE</b>
		<b>ZIP</b>	
<b>BUSINESS PHONE</b>	<b>CELL PHONE</b>	<b>PHONE DURING FESTIVAL</b>	
<b>EMAIL ADDRESS</b>		<b>WEBSITE</b>	
<b>PREVIOUS EXHIBITOR:</b>		<b>YES</b>	<b>NO</b>
		<b>IF YES, WHAT YEAR</b> _____	

**VENDOR COSTS: (PLEASE CHECK ONE)**

- |                                       |                                      |                                       |
|---------------------------------------|--------------------------------------|---------------------------------------|
| <b>Food Vendor WITHOUT power:</b>     | _____ \$200 Single Booth (10' X 10') | _____ \$350 Double Booth (10' X 20')  |
| <b>Food Vendor WITH power:</b>        | _____ \$250 Single Booth (10'x10')   | _____ \$400 Double Booth (10'x20')    |
| <b>Artisan Vendor WITHOUT power:</b>  | _____ \$125 Single Booth (10' X 10') | _____ \$ 200 Double Booth (10' x 20') |
| <b>Artisan Vendor WITH power:</b>     | _____ \$175 Single Booth (10'x10')   | _____ \$250 Double Booth (10'x20')    |
| <b>Business Vendor WITHOUT power:</b> | _____ \$300 Single Booth (10' X 10') | _____ \$550 Double Booth (10' X 20')  |
| <b>Business Vendor WITH power:</b>    | _____ \$350 Single Booth (10' X 10') | _____ \$600 Double Booth (10' X 20')  |
- Type of Booth:** (Circle one)    Tent    Trailer    Other

**Items to be displayed or sold:** \_\_\_\_\_

\_\_\_\_\_

Fees: No Cash will be accepted. Checks, cashier's check or money orders payable to:  
**PANTEGO FEST , C/O TOWN OF PANTEGO, 1614 S. BOWEN RD., PANTEGO, TEXAS 76013**

Must be paper clipped, NOT stapled to application

*The Pantego Fest Festival Committee reserves the right to assign space(s) in accordance with other Exhibitors/Vendors and products. No exclusives will be offered.*



## == IMPORTANT PANTEGO FEST RULES ==

Please INITIAL next to each item indicating you have read it.

- No Power will be provided unless you have chosen that option above, as this is a day event.
- For the power option, if chosen, (1) One 110 volt 15 amp electrical outlet will be provided. (Contact us if needs are different)
- All Exhibitors/Vendors must provide their own free standing, canopy or tent and supplies
- All sale and display items must be contained within assigned booth space.
- Pantego Fest is an outdoor event and will go on RAIN or SHINE. There are NO REFUNDS for inclement weather.
- Submission of an application does not guarantee acceptance to the festival.
- There are no provisions for water. We do not provide drainage or disposal of water.
- The Town of Pantego, Texas will not assume responsibility for damage or theft of your property.
- We do not offer any exclusives for merchants.
- Festival Hours are Saturday, September 24, 2016 from 11:00 am – 11:00pm
- If accepted, you are required to stay open during festival hours with the option to close any time after 6:00pm, however, vehicles will not be allowed in to tear down
- Check in will begin Saturday, September 24th at 6:00 am
- Festival Set up will take place Saturday, September 24th from 6:00 am – 10:00 am (Exhibitors/Vendors MUST check in first)
- Exhibitor breakdown/Clean up can begin Saturday, September 24th at 11pm
- Food Vendors: All food heating equipment must be shielded from the public. Proper fire extinguishers must be in booth/trailer. Grills and propane are allowed with proper shield and cover.
- Upon acceptance to Pantego Fest, food vendors are required to provide a minimum of \$500,000 of general liability insurance. A copy of your certificate naming Town of Pantego as additional insured must be on file prior to commencing operation.
- Upon acceptance to Pantego Fest, food vendors must file for a Tarrant County Temporary Food Permit and file the application by September 9th, 2016.
- Applications can be mailed or delivered to: Pantego Fest, c/o Town of Pantego, 1614 S. Bowen Rd, Pantego, TX 76013

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### CANCELLATION POLICY

All Cancellations must be in writing and received by the date listed above.

**All cancellations are subject to a \$50 cancellation fee**

**Cancel prior to August 31, 2016 – 100% refund after cancellation fee**

**Cancel on or after September 1, 2016 – No Refund**



- \_\_\_ Exhibitor/Vendor tents will be inspected September 24th from 9:00am – 10:00am prior to the beginning of the festival.
- \_\_\_ Exhibitor vehicles must be removed 30 minutes prior to festival hours and will not be allowed entry or exit during festival hours.
- \_\_\_ All tents are required to be in good condition and must pass visual inspection (free from rips, tears, stains, rust or excessive wear spots).
- \_\_\_ All tents must be properly assembled and weighted as to not be a safety hazard. If any tent is found to be unacceptable, the Exhibitor/Vendor must replace the tent with an acceptable substitute.
- \_\_\_ Pantego Fest recommends but does not require Exhibitors/Vendors to obtain a minimum of \$500,000 of product liability insurance. A copy of your certificate naming Town of Pantego as an additional insured must be filed prior to the event.
- \_\_\_ I authorize Festival Management to share my contact information with anyone inquiring about my product after the festival. (Please initial to confirm)
- \_\_\_ Artist, Exhibitors and Vendors will receive booth assignments upon check in. No booth will be held waiting for payment. Booth space will be guaranteed after full payment is received.

My signature acknowledges that I am the creator of my work, I will be present during the festival, and my booth will be open during all advertised hours of Pantego Fest. I have read, understand and agree to the above stated rules and regulations set forth by the Pantego Fest Committee and understand that failure to comply can result in immediate expulsion without refund. I acknowledge that the following are prohibited: illegal or controlled substances and weapons on my person or in my booth during the festival.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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#### **CHECKLIST (Please initial).**

ALL of these items must be included for your application to be considered.

- \_\_\_ Completed and signed application
- \_\_\_ Pictures and pricing attached
- \_\_\_ Hold Harmless signed and notarized
- \_\_\_ Copy of Sales Tax and Use Permit
- \_\_\_ Check, cashier's check, or money order made payable to Pantego Fest, c/o Town of Pantego

**May pay by credit card by contacting Chelsea at the Town of Pantego (817)617-3700.**

**== APPLICATION DEADLINE IS AUGUST 31, 2016 ==**

If you have any questions, please contact Holly Potter-Harvey at 214-708-1967 or via email at [PantegoFest@TownOfPantego.com](mailto:PantegoFest@TownOfPantego.com)



**== HOLD HARMLESS AND INDEMNITY AGREEMENT ==**

Pantego Fest  
September 24, 2016

I, \_\_\_\_\_, the Undersigned, binding my heirs, executors, administrators, estate and assigns, do hereby agree to completely and wholly release, indemnify and hold harmless the Town of Pantego, its officers, agents, independent contractors, and employees for any and all claims, damages, harm, personal injury, including death, property damage, lawsuits and judgments, including court costs, expenses and reasonable attorney's fees, and all other expenses resulting from the activities, programs, and events occurring on the above-stated date of the stated festival in Pantego, Texas.

It is the understanding of all parties that this release, indemnity, and hold harmless agreement shall apply whether or not the claims, damages, harm, personal injury, including deaths, property damage, lawsuits, judgments, court costs, attorney's fees or any other expense arise from the negligence of whatever nature, omissions, willful or intentional acts of the vendors or vendor's officers, agents, employees, independent contractors, other representatives, invites, licensees, or

If this vendor is other than an individual, vendor certifies, warrants and represents that the individual whose signature appears below is duly authorized to execute this Agreement on behalf of the firm, corporation, partnership or other entity who is the vendor.

IN WITNESS WHEREOF, this Agreement has been executed on this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Vendor: \_\_\_\_\_

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

Signature: Title: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

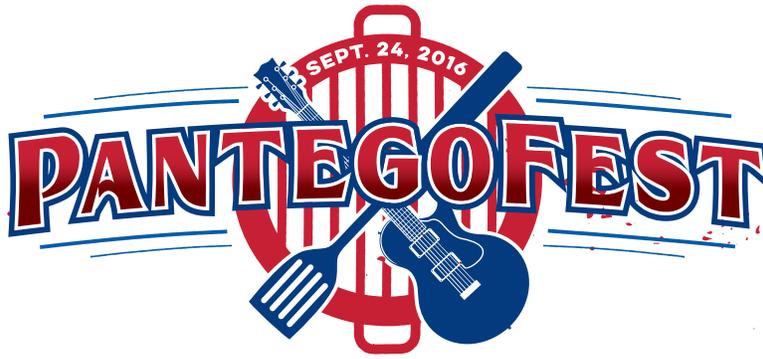
Before me \_\_\_\_\_ (notary) on this day personally appeared \_\_\_\_\_, known to me (or proved to me on the oath of \_\_\_\_\_) or through \_\_\_\_\_ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2015.

\_\_\_\_\_

Notary Public In and For The State of \_\_\_\_\_.

My Commission Expires \_\_\_\_\_



== PANTEGO FEST KEY DATES ==

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**- AUGUST 31, 2016 -**

**EXHIBITOR/VENDOR APPLICATION, BOOTH FEE DEADLINE.**

**- AUGUST 31, 2016 -**

**DEADLINE TO CANCEL AND REQUEST 100% REFUND  
MINUS \$50 CANCELLATION FEE**

**- SEPTEMBER 1, 2016 -**

**CANCEL ON OR AFTER SEPTEMBER 1, 2015 - NO REFUND**

**- SEPTEMBER 24, 2016 -**

**@ 6:00 AM - 9:00 AM**

**CHECK-IN AND BOOTH SET-UP**

**- SEPTEMBER 24, 2016 -**

**@ 6:00 PM**

**MIDNIGHT BOOTH TEAR DOWN**

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**INCOMPLETE FORMS WILL NOT BE ACCEPTED.**

Please be certain all space requiring initials or signatures are completed.

Please review the attached Exhibitor/Vendor information.

If you have any questions, please contact Holly Potter-Harvey  
at **214-708-1967** or via email at **PANTEGOFEST@TOWNOFPANTEGO.COM**