

New Waverly Public Library Vendor Contract

Registrations can be completed by returning your application and check (payable to New Waverly Public Library) at the library anytime between 11-6 Monday – Friday.

All applications must be received one week before the event (spots are first come first serve, until we run out).

Space Information:

All vendor spaces are 10' X 10'. Vendors must provide all equipment necessary for their operation (canopy, tables, displays, signage, lights, power source {generator} etc.) All signs, displays, chairs and other property confines of the booth.

This is an Outdoor Event Any weather-related cancellations will be announced at 6 pm on the Thursday before the event.

Vendor/Organization: _____

Contact Name: _____

Phone: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Email Address: _____

Website (if available): _____

Type of Booth: (ex: food, produce, clothing, arts and crafts) _____

Product information: (Please provide a brief description(s) about your product(s) that will be available in booth(s). Some items may need prior approval.)

NON-REFUNDABLE 10x10 Booth rentals are \$35.00.

Refunds only issues if New Waverly Public Library cancels the event

Number of 10x10 Spaces Qty (____) x (35) = _____

Grand Total \$ _____ **I am a student Vendor** yes or no (fee waived)

Office use: Person accepting Form and payment: _____

Paid In Full Cash/Check \$ _____ Check # _____

TOTAL DUE SPACES ARE NOT OFFICIALLY RESERVED UNTIL PAYMENT IN FULL IS RECEIVED

Make check or money order payable to New Waverly Public Library and mail to / or drop by:

New Waverly Public Library at 9372 TX-75, New Waverly, TX 77358 – Friday from 11 am – 6 pm

New Waverly Public Library Vendor Rules

1. Unloading and setup will be available beginning no less than an hour before the event. Vendor vehicles/trailers cannot block the driveway or entry area 30 minutes prior to start time either day.
2. Setup, unloading and packing up must not block driveway, entry area or other vendors during public hours.
3. Check in at the NWPL Event Staff before setting up. Assignment of rental space will be determined by member of Event staff. Spaces are not selected by Vendors, but requests may be made.
4. You can begin to breakdown your tents, items, displays no earlier than 30 mins before the Event is over. If you must leave for an emergency (or preapproved leave) before this, you must tear down within the boundaries of your spot and must walk all your stuff out to your vehicle. No one can pull up to their spot before the show end time that day for any reason. Disassembly and cleanup needs to be completed within 2 hours after closing. Vendors may be fined \$20 for packing up before the ending time of the show that day and cannot renew or set up until the fine is paid.
- 70 To secure your spot for an event, we must receive your application and payment at the New Waverly Public Library located at 9372 TX-75, New Waverly, TX 77358. Spot reservations are finalized once we receive both; until then, your spot may become available to other vendors. You can still sign up at a later date, but your spot is not reserved until your payment is received. No refunds or transfers allowed unless the event is canceled by the New Waverly Public Library.
- 80 We reserve the right to make variations in space layout and space assignments as deemed necessary.
- 90 We do not guarantee that you will be the only vendor selling a certain product. We do try to discourage duplicate products, but it is not a guarantee, and no money will be refunded as a result of this.
- 0 Electricity is not available to vendors You must bring your own power supply if such is required for your booth. All extension cords must be securely taped down to prevent accidents.
- 0 No alcohol of any kind will be permitted on grounds.
- 20 Right to Refuse: The New Waverly Public Library reserves the right to refuse service/admission to anyone for any reason. An event should be an enjoyable experience for all involved. Hostile, rude or inappropriate behavior will not be tolerated. New Waverly Public Library reserves the right to restrict the sale or deny a booth to anyone we feel promotes or sales products, images, services, or merchandise in a manner determined to be offensive, crude, not family friendly or unlawful.
- 30 Merchandise on the grounds is done so entirely at the risk of the owner.
- 34 No advertisements can be placed on trees, buildings, etc. You can only advertise within your rented booth boundaries. No distribution of flyers or other advertising is allowed outside of your rented booth space. No walking around selling items outside your booth.
- 35 All items that came with you that you did not sale must leave with you. A minimum of \$20 clean up fee will be assessed to vendors leaving discarded items on premises. The dumpster is for consumable trash from the event and not for your discarded, broken, or unwanted items. You cannot leave items to be picked up later. Your clean up fee must be paid before you can renew or set up for the next event.
- 36 The Event staff will not cash checks, accept two-party checks, run credit card purchases for vendors, or give change. Please make sure you have plenty of change before the show.
- 37 Parents or guardians are responsible for minor children brought onto premises. Minors must remain with parent or guardian.
- 38 Management is not responsible for lost, stolen, or damaged merchandise, personal property, or vehicles while on premises.
- 39 Spots are to be paid for before merchandise is put on display.
- 3: 0 Texas state law requires all vendors to have a current state of Texas sales tax license. You can apply for one of these at www.texas.gov if you do not have one already. **Student vendors will be under NWPL license unless parent has one**
- 3; 0 Food Trucks must meet the standard guidelines set forth by the State of Texas Health Department.
- 42 Any pre-packaged food items must be labeled and sold according to the Texas Cottage Laws (NWPL will provide labels for student vendors, but please have read laws to be aware).
- 43 In accordance with state law, wastewater of any type must not be discarded into, or flow into a public place, gutter, street, creek, etc.
- 44 No Refunds: There will be no reimbursement of vendor fees unless the event is canceled by NWPL.
- 45 Terms of Payment: All applications must be accompanied by payment in full and mailed to/dropped off at: New Waverly Public Library at 9372 TX-75, New Waverly, TX 77358.
- 46 Returned Checks: There is a \$50 charge on all returned checks.

At the discretion of the New Waverly Public Library, exercised by local law enforcement, the Vendor's site may be immediately closed should a violation of these rules or regulations be observed, without further recourse by the vendor.

I have received a copy of and will abide by the Rules & Regulations. I certify that the information provided in this application is true and correct. I will indemnify, defend, and hold harmless the New Waverly Public Library and its employees from any damages incurred by me or any other party through my participation in the New Waverly Public Library Event, and from any injury or damages incurred by me or other party by reason of goods or services sold by me or on the premises I occupy at said facility. I will bear sole responsibility for any license or permit required for the operation of my business. I acknowledge and accept that any payment made by me as referenced above will not be refunded to me unless the event is cancelled by NWPL. The undersigned understands that any such photograph or interview may be used by NWPL for television, film, video, visual, graphic, or printed media.

Signature: _____
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