

Derrick Days 2018

Saturday, April 28

Marketplace Vendor Guidelines

Welcome to Derrick Days 2018!

Whether you're a return vendor, or new to our Festival, we are excited to have you! To make this an enjoyable experience, please read all of these guidelines prior to filling out your application. We've made a few changes from last year, so please note that:

**-we are limiting vendors who sell the same product; and
-we have eliminated the category of service vendors (i.e. if you only sell a service such as health care, we ask that you participate in the Festival by joining the Parade of our Street Games).**

Booth Description: Booth spaces are 18 feet wide by 15 feet deep. If you have a pre-built booth, trailer or other requirements greater than 18 feet, you will need to lease two booth spaces.

Booth Locations: Booth locations will be on Beaton Street between Collin Street and 3rd Avenue. You may request a first and second choice of spots, but no spot is guaranteed.

Responsibilities: You are responsible for your booth, tent, tables, extension cord (if you require electricity) and anything else you may need. Due to the location of electrical outlets, some booths may require up to 200 feet of cord.

Electricity: Electrical outlets are 110/115V and GFI equipped. All vendor appliances must be compatible with these outlets. If using electricity, you must provide commercial grade, 3 prong extension cords and duct tape to secure electrical cords. Multiple items may not be plugged into the same electrical outlet – extra items such as radios, fans, etc. are not allowed. Electrical resources are limited and reserved for vendors applying in a timely manner. **Generators are not allowed.**

Booth Regulations: The festival reserves the right to reject any application for vendor space or any item listed on a vendor application which is deemed unsafe

(e.g. silly string, pellet shooters, tasers, air horns, confetti eggs and/or other items according to the judgment of the festival organizers) or which is considered inappropriate for family viewing. **The sale of live animals/reptiles is strictly prohibited.**

The Derrick Days festival personnel reserves the right to inspect booths at any time during the festival to ensure compliance. Festival personnel will be on-site to enforce this policy. Booths must have adult supervision at all times.

The sale any drink (soft drinks, water, lemonade, etc.) or food items is strictly prohibited except for non-profit fundraiser approved by the marketplace coordinator. You may give away water or snack items if approved by marketplace coordinator.

Maintenance & Clean-up: Booth spaces must be kept clean and uncluttered. Vendors are responsible for disposing of all trash and boxes, etc. associated with their booths. Dumpsters will be available at a nearby location.

Unloading & Parking: A staggered set-up schedule is used to reduce confusion and to limit the number of vehicles in the vendor area at one time. Times are assigned according to booth location. Special arrangements can be requested by contacting the designated vendor representative. All support vehicles must leave the vendor area after unloading. Vehicles may not remain in front of booth during set-up. Booths should be ready for business by 9:00 a.m. Booth breakdown may begin at 4:30 p.m. No vehicles will be permitted on festival grounds between 9:00 a.m. and 5:00 p.m. Vendors must be cleared from the street by 6:00 p.m. Vendor parking will be outside of all barricades.

Refunds: There will be no refunds issued to Marketplace Vendors unless you are not approved as a vendor. There is no alternate rain date, and the event will take place regardless of weather conditions, as long as safety permits. There will be no refunds for inclement weather.

Sales Tax: If your organization is exempt from sales tax liability, you must provide documentation upon request. Others must have a **Texas Sales and Use Tax Permit**. A compliance visit from the State Comptroller's Office can be expected. You are solely responsible for the reporting and payment of all sales/use tax applicable to your sales.

Vendor Selection: Submission of an application does not guarantee acceptance. Festival officials reserve the right to select vendors. **A registration fee must be paid before a booth assignment is issued.**

Participation in the Derrick Days festival implies your agreement to the above rules and regulations, as well as your consent for photos of your booth to be taken, including merchandise, staff and/or customers to be used by Derrick Days for festival promotion.

Also implied is your agreement to indemnify and forever hold the Corsicana and Navarro County Annual Events (dba Derrick Days,) its officers, directors, agents and members, City of Corsicana, or Navarro County blameless from any failure to comply with the reporting of the taxes, nor any liability for any accident or any other problems that we cannot control.

Still have questions? Contact Lori Haynie 903-654-3874 or Ann Marett 903-654-0239