

# RUSK HOMETOWN CHRISTMAS

## VENDOR RULES

### General Vendor Guidelines

1. Rusk Hometown Christmas will take place in Downtown Rusk, Texas with vendor booth locations around the square. Spaces will be assigned. The week of the event, a map and list of vendors will be emailed to all vendors who have completed the application and made payment.
2. Hours of operation will be 12noon until 7pm. Hours of operation and all times listed in these guidelines are subject to change without notice.
3. Vendors must check in at the Rusk Chamber booth prior to loading in.
4. Vehicles must be moved out of the vendor areas 30 minutes prior to start time.
5. Vendors should be ready to greet customers 15 minutes prior to start time.
6. Vendors are expected to be loaded out within 2 hours of end time. Do not leave trash or merchandise behind.
7. For the safety of our customers, there will be no vehicular traffic inside the vendor booth areas from 30 minutes prior to the start time until the end of the event. If you arrive late or need to leave early, you must have prior approval. You may be directed to park in an alternate location. Please note that if you leave early, you will be required to hand carry your merchandise to/from your vehicle as your vehicle will not be allowed to enter the vendor area.
8. **Because this event runs into the evening hours, vendors will need to bring battery-operated lights for their space. You can purchase these at Wal-Mart, Target, or the Dollar Stores, etc.**
9. No produce purchased at any retail outlet, even at a reduced cost, can be sold.
10. In case of a weather cancellation by the Rusk Chamber of Commerce, vendors will have the option to: (a) participate in the next chamber event or (b) receive a refund. This is for severe weather, not including rain. The Rusk Hometown Christmas will be held rain or shine.
11. This event is rain or shine, no refunds. Cancellations must be made no later than 1 week prior to the event. Cancellations made within the week before the event are non-refundable. No Shows the day of the event are non-refundable.
12. The Rusk Chamber of Commerce will have final approval of all vendor participation and final authority on site to interpret and enforce rules and regulations. The Rusk Chamber of Commerce reserves the right to reject any application.
13. Vendors not complying with instructions or rules will be considered in material breach and default of the agreements, and may be asked to vacate their premises immediately.
14. The Rusk Chamber of Commerce may, at its sole discretion, revise the Rules and Regulations, and may alter operations of the event at any time. Vendors will be notified of any changes.
15. Vendors agree to comply with the rules and abide by the final decisions of the Rusk Chamber.

### Vendor Conduct

The minimum expectations for all Trade Day vendors are that they be reliable, be set up and ready to greet guests by 11:45am and keep a good, positive attitude for the duration of the event.

1. Vendors are expected to meet these expectations, in addition to complying with the rules and regulations, in order to be allowed to continue to participate at the Event.
2. Incidents of unruliness and/or verbal altercations will not be tolerated and will result in immediate expulsion from the Event.
3. Concerns or complaints may be discussed with The Rusk Chamber of Commerce representative on-site before or after the event.
4. Rusk Hometown Christmas areas are "Family Friendly" and all vendors are expected to act appropriately.
5. Vendors are required to wear shoes and shirts at all times. Vendors should wear clean clothing and present a clean and professional appearance.
6. Vendors may not smoke in any vendor area.
7. Foul language, profanity, or other rude behavior is not permitted.

### Vendor Rules

1. All vendors must complete and submit a Vendor Application which includes acceptance and understanding of the Rules and Regulations, and adherence to related governmental rules and required permits.
2. Vendors may remit booth fees via PayPal or check or cash.
3. Required applications, permits, licenses, and fees must be complete before set up can begin.
4. Vendors must provide their own table, chairs, displays, signs, and canopy.
5. Vendors must supply all materials for customer sales.
6. Vendors and their employees are responsible for informing themselves about and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.
7. Vendors providing samples of their products must comply with the rules governing market sanitation and health issues from the **Cherokee County** Health Department.
8. Foods and food products produced by "Temporary Food Establishments" may be sold at Event pursuant to the rules and regulations established by the Texas Department of Health Services.
9. All foods must be properly labeled. No unlabeled packaged or processed foods are allowed.
10. The vendor is solely responsible and liable for any claims and damages resulting from the sale of unsafe, unapproved, or unsound goods.
11. The Rusk Chamber of Commerce will determine eligible participation at Event. All decisions are final.
12. Vendors are responsible for obtaining a Sales Tax Number, *if required*, by the State of Texas and collecting

and paying any sales tax that may be assessed on their products.

13. The vendor shall be responsible for filing any and all returns required by the State of Texas with respect to sales tax collection. The Rusk Chamber of Commerce will not involve itself in collection, audit, or other related sales tax activities.
14. It is the responsibility of the prospective vendor to complete, sign, and return all required paperwork and fees. Incomplete packets will not be processed.

### Booth Space

The Rusk Chamber of Commerce will work to ensure all vendors have an appropriate booth space. Our goal is to provide a wide variety of goods at Event. The following rules will apply to booth space assignment:

1. Vendor displays must be assembled in a manner that does not block or hinder access to any adjoining booth space; nor does it block or hinder ease of egress for customers walking past the booth.
2. Signage and displays must be attractive and of good quality and look professional.
3. Each vendor will be assigned one 12 X 12 space. Additional spaces may be rented if available.
4. Display items are to be within the designated vendor space only.
5. The Rusk Chamber of Commerce has the sole discretion to delete items from a booth, and unacceptable merchandise quality will not be sold at the Event.
6. Reserved spaces not occupied 30 minutes prior to the opening of the event may be reassigned and will not receive a refund for the space.
7. Canopies are recommended in all areas.
8. We will not allow more than one representative of any marketed product (i.e. Scentsy, Paparazzi Jewelry, Tupperware, Pink Zebra, Mary Kay, Avon, Premier Jewelry, etc.)
9. Vendors may not allow friends or family to bring items to sell in their space unless those items were listed on the original application.
10. Trash must be placed in suitable containers. The Rusk Chamber of Commerce provides trash receptacles throughout the event area for vendor convenience. Boxes that are left for disposal must be broken down and placed near the trash receptacles. No trash should be left in the vendor's booth space.

## **For more information:**

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