

Merchant's Space Division

General Rules

- 1) The Jim Wells County Fair, Merchant's Space Committee reserves the sole right to select vendors they deem appropriate for the vendor mix on an annual basis. Committee also reserves the sole right to place vendors accordingly. This includes new and returning vendors.
- 2) Jim Wells County Fair Association and the Merchant's Space Committee assume no liability for any bodily injury, theft or damage of vendor's product/merchandise, display, equipment, fixtures, and signage.
- 3) All Food vendors must comply with applicable State, County, Municipal, Health and Sanitation Regulations and permits.
- 4) All vendors must provide copy of Liability Insurance and applicable Permits.
- 5) Non-Profit Organizations must provide copy of 501 (c) 3 determination letter.
- 6) All Vendors are responsible for payment of any applicable sales taxes.
- 7) Any Vendor or Vendor's staff/employee that becomes unruly, creates a disturbance or health hazard, and does not comply with vendor rules will be immediately expelled from the grounds with no refund.
- 8) Vendor not following the Merchant's Space Division rules may be expelled from the grounds for non-compliance and may not be allowed to return the following year.

9) Application

Complete vendor application must include All required documents listed below and be postmarked August 1st. Applications received after deadline will incur a late fee of \$25. Incomplete vendor application will be Disqualified NO REFUND.

Items need for a complete application are as follow:

- (a) Application form must be fully completed.
- (b) Photos of products to be sold.
- (c) Written description of products to be sold with percentage of product in booth.
- (d) Photo of booth display.
- (e) Copy of Texas Sales and Use Tax Permit.
- (f) Copy of Liability Insurance and Permits (ex. Food Permit, etc.)

An application does not guarantee the applicant a booth space.

10) Notification

Once available space has been determined, Merchant's Space Committee will select vendor applicants based on overall quality, booth display and product diversity. Upon approval, space will be assigned by availability and category. Space at the Jim Wells County Fair is limited and all decision to approve booth space shall be at the sole discretion of the Merchant's Space Chairmen or an appointed Committee Member. Applicants who are selected will be notified no later than August 18th. All products and services included in the application will be reviewed. Applicants will be notified if they will have a booth and of any products or services that have not been approved for sale or display.

11) Waitlist

If applicant was not selected for a booth, you will be notified by mail or e-mail no later than August 18th and placed on a waiting list in the event of a cancellation. There are no guarantees that space will become available. The waitlist will be cleared at the end of each year. Vendors interested in participating the following year must re-apply.

12) Product Guideline

The Jim Wells County Fair Merchant's Space Committee reserves the right to reject certain products and displays. Items that are unacceptable may include but are not limited to the following: Any item

that includes offensive language or design, the sale of or display of firework, laser lights, stink bombs, tobacco and vape products, tattoos, body piercing, live animals, reptiles and fish, drones, displays used for political messaging, compressed gas cylinders, and weapons (including but not limited to guns and ammunition, knives, swords, spears, arrows, etc. whether real, toy or replica). The Jim Wells County Fair Merchant's Space Committee reserves the right to deem products unacceptable at any time during the application process or while vendor is on fair grounds. Unacceptable items must be removed from the booth space on demand and vendor may be expelled from the grounds for non-compliance with vendor rules or request to remove an unacceptable item.

13) Basic Booth Guidelines

- a) All vendors must provide their own hard backdrop and sides for their booth. The booth must be free-standing and may not rely on building structure for support. Vendors may not rely on neighboring backdrop or side walls as their own. Pipes and drapes are not provided.
- b) Vendors must set-up and disassemble booth.
- c) Vendor must supply their own display equipment, extension cords, fixtures including signage, tables, and chairs.
- d) Vendors may decorate booth at their own expense.
- e) All merchandise, display, fixtures, signs, chairs, and property of vendor must fit into the designated booth space and may not extend into the aisle in any way.
- f) Vendors must cover or tape down all extension cords.
- f) Vendor must display their booth name within the 8'-10' height of the booth. All signage must be of professional quality or approved by Merchant's Space Chairmen.
- g) Vendors must maintain a clean and sanitized booth, at all times. Trash must be properly disposed.

Hours of set-up, operation and disassemble.

- 1) Set-up Hours: Outside vendors, Monday, October 23, 2023, 10 a.m.
Inside vendors, Tuesday, October 24, 2023, 10 a.m. – 5 p.m.
- 2) Operation Hours: Wednesday, October 25, – Saturday, October 28, 2023, 11 a.m. – 11 p.m.
- 3) Disassemble Hours: Saturday, October 28, 2023, 11 p.m. & Sunday, October 29, 2023, all must be off premises by 11 a.m.

Outside Merchants

- 1) Vendor's packets may be picked up in the Merchant's Building on Monday, October 23, 2023, 10 a.m. – 5 p.m.
- 2) Vendors may start to set-up Monday, October 23, 2023, at 10 a.m. and begin sales following set-up.
- 3) No open flame fires on the ground. All BBQ pits or other hot equipment must be barricaded or marked off by caution tape.
- 4) Vendors will be allowed two (2) parking permits. Parking permit must be displayed on vehicle's dashboard. Vehicles may be parked behind own booth only if space permits. Vehicles without permits will be towed at owner's expense.

Inside Merchants

- 1) Vendors packets may be picked up in the Merchant's Building on Tuesday, October 24, 2023, 10 a.m. – 5 p.m.
- 2) Vendor may start to set-up Tuesday, October 24, 2023, 10 a.m. – 5 p.m.
- 3) Vendors may begin sales Wednesday, October 25, 2023, 11 a.m. and follow hours of operation.
- 4) Vendors will be allowed one (1) parking permit. Parking permit must be displayed on vehicle's dashboard. Vehicles must park in designated parking behind the Merchant's Building if space is available. Vehicles without permits will be towed at owner's expense.