

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. No space is Guaranteed.
- 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 food permits (ex: Temporary/One Event Permit – information found at Texas Department of State Health Services website or call (512) 834-6753).
- 4) All vendors must provide copy of applicable liability insurance and 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 \$40. *Application missing items below will be placed on the waiting list until All information is received.*

Items need for a complete application are as follow:

- (a) Complete Application Form.
- (b) Photos of booth display.
- (c) Photo of products to be sold.
- (d) Copy of Texas Sales and Use Tax Permit.
- (e) Copy of Liability Insurance (outside vendors only)
- (f) Copy of Retail Food Establishment Permits (food vendors only)
- (g) Copy of Temporary/One Event Permits (as applicable)

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 Chairman or an appointed Committee Member. Applicants who are selected will be notified no later than August 18th. All products, services

and booth photos 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**

Vendors who did not submit ALL required documents will be placed on the waiting list until needed documents are submitted. If vendor was not selected for a booth, vendor will be notified by mail or e-mail no later than August 30th 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 Inside 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: (subject to change)

Outside vendors, Monday, October 19, 2026, times to be scheduled by Merchant's Space Chairman or an appointed Committee Member.

Inside vendors, Tuesday, October 20, 2024, 9 a.m. – 5 p.m.

2) Operation Hours: Wednesday, October 21, 2026 & Thursday, October 22, 2026, 11 a.m. – 10 p.m.

Friday, October 23, 2026 & Saturday, October 24, 2026, 11 a.m. – 11 p.m.

3) Disassemble Hours: Saturday, October 24, 2026, 11 p.m. – 1 a.m. & Sunday, October 25, 2026, 8 a.m. – 12 noon.

Outside Merchants

- 1) Vendor's packets must be picked up on Monday, October 19, 2026, at scheduled set-up times.
- 2) Vendors are required to set-up Monday, October 19, 2026, at their scheduled times. Sales may begin the same day at 12 noon - no earlier. Thereafter, vendors must follow the established hours of operation.
- 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 issued four (4) admission passes and four (4) parking permits. Parking permit must be displayed on vehicle's dashboard at all times. Due to safety issues only one (1) vehicle may be parked directly behind vendor's booth if space allows. Additional vehicles must park in the general parking area. Vehicles without a valid parking permit will be towed at owner's expense. Additional admission passes may be purchased.

Inside Merchants

- 1) Vendor's packets must be picked up on Tuesday, October 20, 2026, 9 a.m. – 5 p.m. in the Merchant's Building.
- 2) Vendors may start to set-up Tuesday, October 20, 2026, 9 a.m. – 5 p.m.
- 3) Vendors begin sales Wednesday, October 21, 2026, 11 a.m. and follow the established hours of operation.
- 4) Vendors will be issued two (2) admission passes and two (2) parking permit. Parking permit must be displayed on vehicle's dashboard at all times. Vehicles may park in the designated parking behind the Merchant's Building if space is available. Vehicles without valid permits will be towed at owner's expense. Additional admission passes may be purchased.