



Dear Christmas in the Pines Vendor:

We are excited to present you with the 2nd Annual Christmas in The Pines Vendor application. After the difficult year that 2020 has proven to be, we hope that you will join us in an event that we feel is needed this year more than ever, Christmas in the Pines.

Christmas in The Pines will be a one-day festival on Saturday, December 5th with downtown shopping, live music and the lighting of Rudolph the Red Nose Pumping Unit.

Vendor set up will begin Saturday, December 5th at 12:00PM and you must be ready to go by 1:45PM.

Our Downtown Vendors are scheduled Saturday, December 5th, 2:00PM – 8:00PM

Listed below are the booth space options. Please check the correct box on the application form and contract to let us know what size booth you will be requiring.

10 x 10 – commercial vendor - \$30

10 x 10 – food vendor - \$60

We recommend that booths have some form of lighting as we move into the evening. Electricity will be an extra fee, and first come first serve. 110VOLT/15AMP or 220VOLT/20AMP (extremely limited) for an additional fee. Quiet generators are allowed. If you desire electricity, please bring a heavy duty 12-14-gauge extension cord and a power strip/surge protector with internal circuit breaker. We also need to know what you will be selling/ displaying so please fill out the contract in great detail. The City of Lufkin reserves the right to refuse any vendor that sells/ displays something that was not listed on the original application.

NOTE THAT A CANCELLATION POLICY IS NOW SPECIFIED ON THE APPLICATION.

We will be taking vendor applications now until November 20th, or until all spaces are filled.

Sincerely,

Taylor Commiato

Lufkin Convention & Visitors Bureau

Downtown Lufkin

[tcommiato@cityoflufkin.com](mailto:tcommiato@cityoflufkin.com)

936-633-0349

### Christmas in the Pines Vendor Application

1. Company or Organization Name/ Booth Name: \_\_\_\_\_
2. Contact Name: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Phone Number: \_\_\_\_\_ Tax ID #: \_\_\_\_\_
5. Email: \_\_\_\_\_
- Please reserve me a **10 x 10 commercial vendor** space (\$30) \_\_\_\_\_
- Please reserve me a **10 x 10 food vendor** space (\$60) \_\_\_\_\_

Deadline to turn in applications- November 20, 2020 or until we are full.

6. Is electricity required? \_\_\_\_\_ if so, please fill out the attached *electrical equipment checklist*.
7. Vendor Space Cost: \_\_\_\_\_ + Electricity Fee: \_\_\_\_\_ = TOTAL amount enclosed with application: \_\_\_\_\_  
Check or money order #: \_\_\_\_\_
8. Description of items to be sold or displayed (required). Please either mail or email two photos of vendor booth. Application will be automatically rejected without photos.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. You must provide your own display equipment, tables, chairs, etc.
10. Please initial that you will NOT take down your booth until the festival is over on Saturday, December 5<sup>th</sup> at 8 PM.  
\_\_\_\_\_ If you do take down early, you will not be allowed to come back the following years.

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#### Angelina County Beautiful Clean Litter Free Festival Event Guidelines

Event volunteers and employees are on hand to keep the venue tidy during the festival and are NOT responsible for vendor trash. Vendors who leave their trash behind after the conclusion of the event WILL be banned from all future participation in any Lufkin festivals. We will have a trash receptacle on hand for easy disposal. Please help us keep this festival and venue beautiful and litter free!

Yes, I have read and understand the Litter Free festival guidelines.

**A copy of the following must be supplied with this application:**

- Sales Tax Certificate
- Insurance
- Two photos of your booth with products

**Return all information and check/money order to:**

**Christmas in the Pines  
C/O Lufkin Convention and Visitors Bureau  
601 N. Second Street  
Lufkin, Texas 75901**



**Christmas in the Pines Commercial Guidelines:**

- Exhibitor must supply, with the application, a check or money order and two pictures of their exhibit or product, as they will be displayed. Christmas in the Pines has the right to refuse any exhibit deemed inappropriate for this event, and remove any offensive or inappropriate merchandise or displays. Vendors are notified by phone or email if their application is accepted or declined. If declined, entry fee will be returned with notification.
- The number of spaces are limited. Spaces are assigned by the Christmas in the Pines committee.
- Exhibitors are responsible for their own set up. Equipment such as tables, chairs, etc., are exhibitors' responsibility and will not be provided. Exhibitors are responsible for their equipment in case of loss or damage.
- Exhibitors that sell a product must collect sales tax if they are not exempt and are responsible for reporting their own tax to the Texas State Comptroller. Vendors must supply a sales tax certificate copy to Christmas in the Pines with the application. In addition, this certificate must be on display during the festival.
- Any "free" giveaway items must be listed.
- No booth may give away or sell food or drinks except as approved by the Christmas in the Pines committee. Christmas in the Pines has the right to refuse any vendor.
- Vendors failing to comply with all rules may be required to leave the show and will not be refunded any money.
- Booths cannot be shared or subleased. No fees are refunded after November 20, 2020.
- We recommend that booths have some form of lighting as we move into the evening. Electricity will be an extra fee, and first come first serve. 110VOLT/15AMP or 220VOLT/20AMP (extremely limited) for an additional fee. If you desire electricity, please bring a heavy duty 12-14-gauge extension cord and a power strip/surge protector with internal circuit breaker.
- Exhibitions shall not block aisles with displays or persons promoting your booth.
- Hours of operation for the Christmas in the Pines Festival are as follows: Saturday, December 5 – 12PM- 8PM. Booths must be set up and ready to open by 1:45PM on Saturday, December 5. No vehicles are allowed in the vendor area after 1:45PM. NO EXCEPTIONS.
- This is a rain / shine/ snow event.

I have read the agreement and hereby agree to abide by all rules set by the Yule Love Lufkin Christmas Festival Committee.

\_\_\_\_\_  
Exhibitor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Vendor's Booth



### Electrical Equipment Checklist

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Name of Vendor's booth: \_\_\_\_\_

Please list every electrical item you will use:

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If you need access to electric power, please check below:

- 110 VOLT/ 15 AMP receptacles (\$15): \_\_\_\_\_ YES \_\_\_\_\_ NO (1 receptacle per vendor)
- 220 VOLT/ 20 AMP (extremely limited) (\$20): \_\_\_\_\_ YES \_\_\_\_\_ NO