



Vendor Application for Booth Rental

1. Company or Organization Name/ Booth Name: _____
2. Contact Name: _____
3. Mailing Address: _____
City: _____ State: _____ Zip: _____
4. Phone Number: _____ Tax ID # (required): _____
5. Email: _____
6. Amount enclosed: **\$40 booth OR \$75 food booth** Check or money order #: _____
7. Description of items to be sold or displayed (required). Please email two photos of vendor booth. Application can be automatically rejected without photos.

8. You must provide your own display equipment, tables and chairs.
9. You will NOT be allowed to take down your booth until the festival is over.
** If you do take down early, you will not be allowed to participate in another festival for the City of Lufkin/Visit Lufkin.

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! By signing the back of this page, I agree, I have read and understand the Litter Free festival guidelines.

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

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

Return all information and check/money order to:

**Visit Lufkin
P.O. Box 190
Lufkin, Texas 75902
936-633-0359
nhoward@cityoflufkin.com**



Heritage Festival 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. Visit Lufkin 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 declined. If declined, entry fee will be returned with notification.
- The number of spaces are limited.
- 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 Visit Lufkin 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 Angelina County Health District. Visit Lufkin 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.
- Exhibitions shall not block aisles with displays or persons promoting your booth.
- No vehicles will be allowed in the commercial vendor area. NO EXCEPTIONS. Unload and load only*

I have read the agreement and hereby agree to abide by all rules set by the City of Lufkin/Visit Lufkin.

Exhibitor Signature

Date

Name of Vendor's Booth

**weather exceptions

*You may pull up to unload items but please do not block another vendor. You must move your vehicle after unloading.

Electrical Equipment Checklist

Name of booth: _____

Please note that electricity is an additional \$10 fee.

Please list every electrical item you will use:

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

- 110 VOLT/ 15 AMP receptacles (1 receptacle per vendor)
- You are to provide your own extension cords if needed.
- You must mark, and or tape to warn pedestrian of electrical crossing.
 - Tape and marking not provided. Bright colors please