

Sherman Arts Festival 2009 – Food Vendor Info

- DATE:** Saturday, Sept. 19, 2009, rain or shine
- SET-UP:** Sat., Sept. 19, 6 a.m. – 8 a.m. Booths must be completely set up, ready for sales by 8: 30 a.m.
- SALES:** 9 a.m. – 5 p.m., Saturday.
- TEAR DOWN:** 5 p.m. or after, Saturday, Sept. 19, no early tear downs.
Early tear down will result in removal from the accepted vendor list for future shows.
- LOCATION:** Spaces for food booths will be located along Rusk St. between Bearcat Stadium and the Sherman Municipal Lawn.

MARKETING: Event will be marketed to North Texas/Southern Oklahoma. 2008 attendance: 12,000.

BOOTH SIZES AND FEES:

Base prices for 2009:

\$225 for double space, measuring 12' x 24'; this is for vendors requiring double space for set-up **OR** selling more than one item.

\$200, for double space for non-profit vendors (must provide 501-9C)-(3) documentation).

\$100 for single space, measuring 12' x 12'; this is reserved for vendors selling only one item, whether non-profit or for-profit.

Additional charges:

Water-hook-up fee - \$30, any booth size

Electric hookup fees are \$75, double space, and \$50, single space – specify voltage/amps on application.

Late fee; applications postmarked after September 1 - \$50

No refunds after August 1. No unloading assistance available. Vendors must provide own booth furnishing/shade covering. Spaces assigned on first come, first serve basis, by application date. Spaces are also assigned to avoid having similar products side by side. Limited number vendors accepted. No refunds for bad weather. Vendors must set up booth within assigned space.

Vendors selected will receive confirmation within ten working days. Vendors not chosen will be notified within ten working days and fees returned. **Vendors are required to collect and remit state and local sales tax.** PLEASE SUBMIT A COPY OF YOUR TEXAS SALES TAX PERMIT WITH YOUR APPLICATION. NO APPLICATIONS WILL BE ACCEPTED WITHOUT TEXAS SALES TAX PERMIT. Please contact the State Comptroller's office in Sherman for information and assistance, 903-893-0692. In addition, applications must include a copy of vendor's GRAYSON COUNTY HEALTH PERMIT **and** a photo of booth. Vendor must have proper heavy duty electrical extension cords.

UNLOADING/LOADING: Please notify Vendor Chairman how many vehicles will be entering grounds to set up your booth, in order to receive unloading permits. At the event, you will be directed to nearby offsite parking after unloading.

ADDITIONAL INFORMATION:

OVERNIGHT ACCOMMODATIONS: Sherman Dept. Of Tourism has complete motel and campground information, for vendors coming from out of town.

Our **web site** is www.shermantx.org - Click on "Celebrate ART" logo for more info. Or call Sherman Tourism, 903 957 0310/888-893 1188 (toll free), or Sue Malnory, Vendor Chair, 903 532 5429

Sherman Arts Festival 2009 Food Vendor Application

27th YEAR CELEBRATION! Saturday, September 19

Please type or print. Application must be accompanied by full payment, a copy of your GRAYSON COUNTY health permit, Texas Sales Tax Permit, AND photo of booth.

Name: _____

DBA _____

Mailing Address: _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

List items you will sell _____

Texas Sales Tax # _____

Name listed with Texas Comptroller _____

Enclose: Booth Fee for 2 or more items, Double space \$225.00 OR
Single space, selling only 1 item, \$100.00

Water Hook-up Fee Double space 30.00 Single space water 30.00

Electricity (1) Outlet Fee Double space 75.00 Single space electricity 50.00

(Volts _____ amps _____ required)
(No special wiring allowed)

Non-Profit Booth Fee* \$200.00* Double space
\$100.00* Single space

*To qualify for Non-Profit Booth
Fee, you must be an IRS 501-(C) (3)
*Include the 9-digit identifier

* water or electric hook-up fee extra

Late fee (After Sept. 1) _____ 50.00

Total amount enclosed \$ _____

Make checks payable to: SCAH (Sherman Council for the Arts and Humanities); mail completed entry form and check to Sherman Arts Festival, P. O. 907, Sherman, TX 75091. For payment by credit card (scroll to next page to complete card information for this option and attach to application).

Vendor Signature

Date

Your signature on this form acknowledges that you fully understand the rules and terms of Sherman Arts Festival. It also signifies that you understand that you will be asked to vacate the premises with no refund if you are not in compliance. Your signature signifies that you will not hold Sherman Arts Festival liable for any injury, damages or loss. Booths are NONREFUNDABLE.

For payment by credit card, please complete the following information and attach to application: (NOTE: NO AMERICAN EXPRESS CARDS)

Credit Card information:

Type card: _____ MasterCard _____ Visa _____ Discover

Card Number _____ **Exp. Date** _____

Name on card: _____

Billing address for card: _____
