

PIONEER DAYS

Vendor Rules and Guidelines

Commercial Food Vendor Licensing:

- All commercial food vendors are required to provide a copy of general liability insurance and a Texas Department of State Health Services "Temporary Food Establishment-Single Event" permit with their application.
- This permit requirement also applies to permanent food establishments, which already have state licenses for their restaurants.
- The application is available at the TDSHS web site:
<http://www.dshs.state.tx.us/fdlicense/PDF/PDFFoodEstablishments/RetailTemporarySingleEvent.pdf>.
- The fee for the Temporary Food Establishment Permit is \$52 per event. The Permit is valid for 14 consecutive days from the initial effective date. (Per individual food booth/unit)

Food Vendor Licensing Exemptions:

- To be exempt from this permit requirement, you must be a Nonprofit 501(C) Organization or be a religious organization meeting the definition of a church under the Internal Revenue Code. You must be able to provide proof of your nonprofit or Religious organizations status to TSDHS inspectors while set up at Chickfest Pioneer Days.

Booth Spaces:

- Booth spaces are 12 feet wide by 14 feet deep. In the event that your booth exceeds this measurement, you will be required to purchase additional booth spaces to accommodate your booth.
- In order to receive preferential booth space, your application must be received no later than September 1, 2015 along with payment. A diagram of the booth layout is available for viewing at the Chamber of Commerce office at 202 Jefferson St.
- Booth rentals accepted after September 1, 2015 will be limited to the booth spaces that are still available.
- Booth spaces requiring electricity and/or water are available; however, the Chamber of Commerce will NOT provide electrical cords or water hoses. You must indicate your need for electricity and/or water in advance of the event on your application. You will be required to provide no less than 150 feet of heavy-duty extension cord for electricity and no less than 200 feet of water hose.
- Vendors must provide tables, chairs, canopies and other items needed for their booth space. No covered area is provided for vendor booth spaces. Lessee is responsible for all expenses of their booth construction. Booth spaces must be soundly constructed and all stakes or other obstructions clearly marked.
- Booths should be kept clean and neat at all times. Signs, banners, and decorations must be constructed in such a manner as not to obstruct the view of other booths. Crepe paper or other highly flammable materials are not permitted in preparation of the booth.
- No type of horns or similar instruments may be used to attract patrons. Exhibits displaying televisions, radios, musical instruments or speakers must be kept at a volume that is not distractive to patrons or other area booths. The erection of antennas or any similar instrument is not permitted.
- Vendor's designated space shall be used solely for the purpose outlined in the contract for booth rental. No part of any space under the contract shall be transferred or sublet to another person.

Prohibited Items:

- All items to be sold must be listed on the booth application contract.
- Vendors are not permitted to sell or give away lighters, knives or guns of any type. Silly string and poppers are also prohibited. No items displaying satanic, cult or pornographic materials may be displayed or sold.
- In the event that Pioneer Days Officials find restricted items at your booth, we will ask you to remove them promptly. In the event you do not comply, you will be asked to leave the event.

Booth Set-up/Removal:

- No booths will be allowed to begin set up prior to 6 a.m. on September 19, 2015 and must be set up by 8 a.m. Please be aware that the City of Pittsburg will not close the public downtown streets until 6 a.m. At that point, the police department and Pioneer Days officials will begin making attempts to remove any vehicles that are parked on the streets blocking Pioneer Days booth spaces. If a vehicle is blocking your booth space, please understand that every attempt is being made to find the owner and remove it quickly. If the owner is not found, the vehicle will be towed. Your patience with this process is appreciated.
- Your booth must be removed and off Main Street (Jefferson/Quitman Streets) no earlier than 4 p.m. and no later than 6 p.m. No vehicles will be allowed on Main Street (Jefferson/Quitman Streets) until 5 p.m.
- Vendors located in the Food Court area on Tapp Street will be allowed to stay in the area until 8 p.m.

Parking/Camping:

- We do not have space designated downtown for overnight camping.
- The Chamber of Commerce will provide information on area lodging facilities. The Chamber of Commerce will advise Vendors prior to the event of any designated parking areas for vendors during the event.
- This information will be provided with your Assigned Booth Space/Vendor Information Letter. In order to receive this letter, you MUST provide an email address or fax number with your application. We will not send this information in the mail. If you do not have either an email or fax, contact the chamber director to receive your information by phone.

Booth rental payment:

- Payment for booth space must be made in full with the completed application. Vendors who have not paid in full prior to the event will not be guaranteed a booth space. Payment must be made by Friday, September 18, 2015, providing space is still available.
- Payments must be by check, money order or cashiers check made payable to the Camp County Chamber of Commerce.
- Booths are assigned to vendors on a first come, first served basis.
- Booth spaces will not be held for vendors who have not completed an application and paid in full.

Terms:

- The terms of this contract may not be altered, changed, cancelled, or refunded after approval. If the booth lease contract is accepted, NO REFUNDS will be made to the vendor/lessee.
- It is mutually agreed and made a part of this lease contract for booth space that the Vendor(s) shall comply in all respects with the rules, regulations, and insurance and tax requirements of the Chickfest Committee as well as all local, state and federal laws.
- Lessee(s) agree(s) to indemnify and hold harmless the Camp County Chamber of Commerce, its agents, officers and employees from all claims, losses, costs, damages or expenses resulting or arising from any and all injuries to or death of any person or damage to any property caused by an act, omission or neglect of Lessee(s) or Lessee's agents, employees, invitees, contractors, or guests which occurs in or about the leased space. Lessee(s) agree(s) to use and occupy the leased space at Lessee's own risk and hereby release Lessor, its agents, officers, employees and invitees from all claims for damage, loss, or injury to persons or property to the full extent permitted by law occurring in or about the leased space, including, but not limited to, damages resulting from the acts of other lessees, theft, vandalism, fire and other casualty damage or damage arising out of any defect in the premises.

SALES TAX: Vendors are responsible for displaying their Texas Sales Tax Permit and collecting and submitting sales tax on items sold. Comptroller of Public Accounts 1-800-252-5555

Hotels: Executive Inn
903-856-7900

Budget Inn
903-856-3677