



Dear SpringFest Vendor:

We are thrilled to invite you to participate in the Annual Main Street Lufkin SpringFest (formally known as Downtown HoeDown). We know that with your help, this festival will once again be a huge success! The festival will be held on Saturday, April 21, 2018 on the streets of downtown Lufkin. We are excited to be bringing back ALL the fun, including, live entertainment, a car & truck show, arts & crafts, food, train rides, a fashion show, activities for the whole family, a petting zoo, bounce houses, and MORE!

Schedule for festival: Saturday, April 21 10 AM – 4 PM

Please see the attached SpringFest application and guidelines. Vendors must supply with their application a check or money order, two pictures of their exhibit or product, and a copy of their sales tax certificate.

We will be taking vendor applications now until April 6, 2018.

Thank you so much for helping make SpringFest a grand success! We will see you in April!

Sincerely,

Barbara Thompson
Main Street Lufkin Director
bthompson@cityoflufkin.com
936-633-0205

Taylor Commiato
Main Street Lufkin Administrative Assistant
tcommiato@cityoflufkin.com
936-633-0359



SpringFest
Saturday, April 21, 2018
10AM- 4PM
In Historic Downtown Lufkin, TX



SpringFest Commercial Guidelines:

- Exhibitor must supply, with the application, a check or money order, two pictures of their exhibit or product, and a copy of their Sales Tax Certificate. Vendors are notified by phone or email if their application is accepted or declined. If declined, entry fee will be returned with notification. **All entries must be received by April 6, 2018.**
- Set up must be completed and all vehicles removed by 8AM Saturday morning. Free all day parking is available outside the blocked-off area.
- No vulgar or profane merchandise will be allowed. **No pop toys or guns allowed (nothing capable of firing a projectile).** No illegal knives are allowed per city ordinance. **SpringFest has the right to refuse any exhibit deemed inappropriate for this event, and remove any offensive or inappropriate merchandise or displays.**
- Booths are on downtown streets: spaces are approximately 12'x14'. Spaces on Lufkin Avenue are \$100. Other areas are \$75. Electrical service is an extra fee.
- Electricity (110 & 220) available first-come, first served. **Water hook-ups are not available.**
- The number of spaces are limited. Spaces are assigned by the SpringFest committee.
- Canopy and “easy-up” style tents are **REQUIRED** and must be suited to a concrete surface.
- 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 SpringFest with the application.
- No booth may give away or sell food or drinks except as approved by the SpringFest committee.
- Vendors failing to comply with all rules may be required to leave the show and will not be refunded any money.
- This is a rain or shine event.
- **All fees are NON-REFUNDABLE regardless of circumstances.**

For more information and questions regarding the application process, please call Main Street Lufkin at 936-633-0359 or E-Mail tcommiato@cityoflufkin.com.

SpringFest Vendor Application 2018

1. Company or Organization Name/ Booth Name: _____

2. Contact Name: _____

3. Mailing Address: _____

City: _____ State: _____ Zip: _____

4. Phone Number: _____ Tax ID # (required): _____

5. Email: _____

- Please reserve me a *commercial* booth on Lufkin Avenue (\$100) _____
- Please reserve me a *commercial* booth NOT on Lufkin Avenue (\$75) _____
- Please reserve me an *informational* booth on Lufkin Avenue (\$50) _____
- Please reserve me an *informational* booth on NOT on Lufkin Avenue (\$35) _____

Reservation deadline- April 6, 2018 or until we are full.

6. Is electricity required? **110VOLT/15AMP (\$25)** _____ **220VOLT/20AMP (\$50)** _____
If so, please see the checklist on the next page.

7. **Amount enclosed (be sure to include the correct electricity fee if you are using electricity):** _____

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, pop-up tent, tables, chairs, etc.

10. Please sign below that you have read the SpringFest Commercial Guidelines and you agree to abide by all the rules set by the SpringFest Committee.

Exhibitor Signature

Date

11. **Please initial that you will NOT take down your booth until the festival is over 4PM.** _____
If you do take down early, you will not be allowed to come back the following years.

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
- Two photos of your booth with products

Return all information and check/money order to:

**SpringFest
1615 S. Chestnut
Lufkin, Texas 75901**



Electrical Equipment Requirements

Name of Vendor's booth: _____

Please list every electrical item you will use:

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

- 110 VOLT/ 15 AMP receptacles: _____ (\$25)
- 220 VOLT/ 20 AMP receptacles: _____ (\$50)

**Limited electricity is available. Only one receptacle per vendor.
Vendors must provide their own extension cords and power strips.**