



Dear Main Street Market Days Vendor:

We are thrilled to invite you to participate in Main Street Lufkin's Downtown Christmas Extravaganza. This is our first annual Christmas Main Street Market Days from 5pm-9pm in downtown Lufkin.

First Street will be shut down on Saturday, December 15th at 3PM and you are welcome to start setting up at 3:30PM. There is not an "open" time since people will be able to walk all around and will not have to wait for a gate to open but we will advertise the market days beginning at 5PM. Please be ready no later than 4:45PM. Each booth space will be inside a marked off "parking spot." We figured that would be the easiest way to designate spaces without having to mark up the streets. **Space is available for \$30/each or \$40/each with electricity.** We will place each vendor based on first come first serve and will let you know your designated space prior to the event.

We ask that you bring your own pop-up tent and tables. We also need to know what you will be selling/ displaying so please fill out the contract in great detail. The Main Street Market Days committee 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 look forward to working with you and cannot wait to make this monthly event a great success!

Sincerely,

Barbara Thompson
Director of Main Street Lufkin
bthompson@cityoflufkin.com
936-633-0205
Fax: 936-633-0412
www.mainstreetlufkin.com



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: **\$30 booth** OR **\$40 booth with electricity** Check or money order #: _____
7. 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.

8. You must provide your own display equipment, tables and chairs.
9. Please initial that you will NOT take down your booth until the festival is over _____
If you do take down early, you will not be allowed to come back for the following months.

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:

**Main Street Lufkin
P.O. Box 190
Lufkin, Texas 75902
936-633-0205**

bthompson@cityoflufkin.com



Main Street Market Days 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. Main Street Market Days (MSMD) 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.
- 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 the MSMD 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 MSMD committee. MSMD 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 will be refunded.
- Exhibitions shall not block aisles with displays or persons promoting your booth.
- Hours of operation for the Main Street Market Days are the 3rd Saturday of each month, April-November. Booths must be set up and ready to open by 8:45am. No vehicles will be allowed in the commercial vendor area. 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 Main Street Market Days Committee.

Exhibitor Signature

Date

Name of Vendor's Booth



Electrical Equipment Checklist

Name of Vendor's 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: _____ YES _____ NO (1 receptacle per vendor)