



**KILGORE MAIN STREET OKTOBERFEST 2017
VENDOR & CONCESSION APPLICATION
Saturday, October 14, 2017
11:00 A.M. – 9:00 p.m.**

Company Name: _____

Contact Name: _____

Mailing Address: _____ City _____ St _____ Zip _____

Email: _____ Phone: _____

I have read and understand all the guidelines presented in this packet and certify that I will comply with all regulations and liability issues as stated in the packet

Signature _____

Brief Description of Vendor Items Offered: _____

Registration Deadline – October 6, 2017. Booth rental is non-refundable after October 6, 2017. Booth space, if available, will increase by \$10. There will be no charge for businesses in the Kilgore Main Street District

Booth Space – 10x10 _____ @ \$25 each space= \$ _____

Booth fee after October 6, 2017 deadline _____ @ \$35 each space=\$ _____

Total \$ _____

**Booth Space will include one eight-foot table and two chairs
If you need electrical hookup, please mark as these are limited.**

Electric Hookup ___Y/___N

Payment may be made by check, cash, money order or credit card. Payment must accompany registration form unless arrangements are made with Kilgore Main Street in advance.

Credit Card Information: Type ___MC ___Visa

Card # _____ Exp.Date: _____ CSV _____

Cardholder Name _____ Zip Code on Acct. _____

**Application may be delivered or mailed to:
Kilgore Administrative Office, Attn: Main Street
815 N. Kilgore, Kilgore, TX 75662**

Or scan application and email to secure space: carol.windham@cityofkilgore.com

OKTOBERFEST FESTIVAL GUIDELINES

OKTOBERFEST FESTIVAL DATES & TIMES

Saturday, October 14, 2017 from 11 a.m.-9 p.m.

EXHIBITOR MOVE IN/OUT DATES AND TIMES

- Installation of Exhibits: Saturday, October 14, 2017 from 9 a.m. to 11 a.m.
All vehicles must be removed from festival area by 10:30 A.M.

All exhibitors must check-in at the information booth the morning of the event. Move in directions will be given to you at that time.

UTILITY HOOK-UPS

- Electric hook-ups are limited. Please note your request on the application. If you have questions, please call Carol Windham at 903-988-4113 or email at carol.windham@cityofkilgore.com

LIABILITY

- The City of Kilgore disclaims liability for damages or losses due to fire, theft, accident, vandalism or other causes. The City of Kilgore will not be responsible for electrical or other related failures. Exhibitors wishing to insure their goods must do so at their own expense. The exhibitor shall at all times protect, indemnify, save and hold harmless the City of Kilgore against any and all loss, damage, liability or expense occurring out of any incidence which arises out of exhibitor's occupancy and use of the festival premises during or subsequent to the period of the exhibition.

CONTRACT

- The contract for exhibit space, the assignment of space and full payment of rental charges constitutes the entire contract for the right to use exhibit space. **Payment for space and a signed application is required before booth assignments are confirmed.** Choice of location will be given when possible, but the right is reserved to adjust the exhibit layout for the good of all exhibitors.
- No vendor will be allowed to give away free food or drink. Concession vendors have purchased booth space and sell food/beverage. Any vendor wishing to sell food or beverages must be approved as a concession vendor by the City of Kilgore Main Street.

ACCEPTANCE

- An authorized signature on the official contract indicates the exhibitor has read, understands and agrees to abide by the rules, regulations and restrictions outlined in the contract.

SOLICITATION

- No person or persons, other than exhibitors, will be permitted to conduct business at the festival without the expressed permission the City of Kilgore Main Street.

SALES TAX

- Vendors are responsible for the remittance of Sales tax to the State of Texas.