

53rd Annual Wildflower Trails of Texas Festival

Linden Vendor Application

FESTIVAL DATE: April 29, 2023 9:00 am – 4:00 pm

Deadline for submission April 14, 2023

Thank you for your interest in the 2023 Wildflower Trails of Texas Festival. We look forward to a wonderful community event. Please keep these instructions for reference. Only return pages 3 – 4 plus any required attachments.

APPLICATION PROCESS: Linden Wildflower Trails (LWFT) will begin accepting applications immediately. Applications must be completed and returned no later than April 14, 2023. Submission of application does not guarantee acceptance. Failure to complete the application completely may result in the denial of the application. LWFT reserves the right to refuse admission to any vendor(s) or refuse to renew at its sole discretion and reserves the right to amend or change the policies and procedures without prior written notice.

VENDOR SET UP:

1. There is no guarantee that vendors will be provided the same booth space as the previous year. Festival coordinators attempt to avoid placing vendors selling like items next to one another, so space assignments will vary from year to year.
2. Check-in will be 5:30 pm to 6:30 pm Friday, April 28, and 7:00 am to 9:00 am Saturday, April 29. All vendors must check in at the corner of N. Main St. and E. Rush St. At this time someone will assist you with placement. Maps of the vendor layout will be provided.
3. All vendors are welcome and encouraged to set up canopies, display equipment, and tables on Friday from 5:30 pm to 6:30 pm. Security is provided overnight Friday, however, LWFT is not responsible if booth frames and display equipment are exposed to bad weather, theft or any other damages.
4. Vendors are also allowed to set up Saturday morning from 7:00 a.m. to 9:00 a.m. Upon check-in, it is imperative that you unload and move your vehicle to the designated parking before you begin to set up and arrange your booth. No vehicles will be permitted to enter the festival area Saturday morning after 9 a.m. to ensure pedestrian safety.
5. No stakes or pegs of any kind allowed. No generators allowed. Battery-operated equipment for lighting is recommended when possible. Electrical access may be available on a priority basis where a demonstrated need is shown. Water may be available in relation to sales only. Vendors will be placed at event coordinators discretion.

BREAK DOWN:

1. No vendor is allowed to break down during the festival hours.
2. No vendor's vehicles are allowed to enter the festival area during the festival hours of 9:00 a.m. – 4:00 p.m.

3. At the close of the Festival, shortly after 4:00 p.m., staff will assist by removing barricades to allow vendors into the festival area. All items must be completely cleaned no later than 6:00 p.m.

PERMITS/LICENSES:

1. All vendors are responsible for obtaining the Texas Sales and Use Tax Permit, proper food and beverage licenses, and complying with state and local health regulations.
2. Non-profit organizations must provide their Employer Identification Number (EIN).

MAINTENANCE:

1. Vendors are responsible for keeping their concession/booth areas clear of debris and trash at all times. A dumpster will be provided onsite for vendors' trash. Please bring your own trash bags for your booth.
2. All wastewater and grease must be properly disposed of, NOT in storm drains or manholes. All questions regarding grease and wastewater disposal should be directed to the City of Linden Utilities Department at 903-756-7502 ext. 7.

UTILITIES:

1. Limited access to electricity may be available and is prioritized by LWFT based on need. All electrical outlets will be cord-connected with a minimum extension cord size of 12/3, non-frayed and non-altered. All cords crossing walkways must be duct taped to the pavement or covered. **Vendors must supply their own extension cords.**
2. Limited access to water may be available and is prioritized by LWFT based on need. Food vendors will receive priority for water access. Water will be accessible through AWWA-approved food-safe hose connections. **Vendors must provide their own hose.**

INCLEMENT WEATHER:

1. Due to the nature of this event the Wildflower Trails of Texas festival cannot be postponed to a later date. Rain or shine, no refunds will be made - please prepare accordingly.
2. In the case of severe weather, it may be necessary to delay the event. Festival coordinators will stay in contact with vendors to communicate when the event will begin/resume.

FOR QUESTIONS PLEASE CALL 903-756-7502 ext 6 OR EMAIL lindenwildflowertrails@gmail.com
www.wildflowertrailsoftexas.org

Wildflower Trails of Texas Festival
Linden Vendor Registration Form
Concessions, Arts, Crafts & Product Booths
Saturday, April 29, 2023
On the Courthouse Square – Downtown Linden

Business/Vendor Name: _____

Individual Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Home/Business Phone: _____

Your Cell Phone: _____

Your Email Address: _____

Sales and Use Tax Permit #: _____

I will be setting up my vendor space on Friday, April 28 between 5:30 p.m. & 6:30 p.m.

I will be setting up my vendor space Saturday morning, April 29 between 7:00 a.m. & 9:00 a.m.

(Remember that you may set up your canopy, tables, etc. Friday and bring your merchandise in on Saturday.)

Will you be spending the night in Cass County either Friday night or Saturday night?

If yes, which hotel/bed & breakfast? _____

How many nights? _____

CONCESSION VENDORS: \$250.00 per unit

Please attach a menu of everything (including drinks) that you will offer.

Electricity needed (check one): None 110V 220V Other (amps) *Vendor must provide their own cord.*

Water needed (check one): Yes No *Vendor must provide their own water hose.*

ALL OTHER VENDORS:

\$45.00 per 10'X10' space, each additional space \$25.00. Free space for non-profits. Electricity and water have an extra charge each.

Please list and describe ALL items that you will offer. If you are not selling any items, please describe your intended use of the space. There is no guarantee that you will be provided the same booth space as the previous year. Festival coordinators attempt to avoid placing vendors selling like items next to one another, therefore, if you do not list an item in this section, you will not be permitted to sell said items at the festival. Please attach a separate sheet if you need more room.

Number of spaces desired: _____

Electricity needed (check one): ___ None ___ 110V ___ 220V ___ Other (amps)

Describe need for electricity: _____

Add \$10. Vendor must provide their own cord.

Water needed (check one): ___ Yes ___ No

Describe need for water: _____

Add \$10. Vendor must provide their own water hose.

EIN (non-profits only): _____

Payment may be made in cash, check or money order made payable to Linden Wildflower Trails.

Payment must be included with application.

Total payment enclosed: _____

I have read and understand all the Vendor information and will abide by the rules of the festival. (Please sign and date)

Signature: _____

Printed Name: _____ Date: _____

MAIL APPLICATION & FEES TO: Linden Wildflower Trails, P.O. Box 538, Linden, TX 75563 OR deliver to Linden City Hall, 104 S. Main St., Linden, TX 75563.

EVENT STAFF USE ONLY

Date received: _____ Received by: _____ Date confirmation sent: _____

Cash – Check # _____ Other payment method: _____