

EAST TEXAS POULTRY FESTIVAL

ARTS AND CRAFTS BOOTHS

All merchandise must be of a nature suitable to a family festival. **Absolutely NO fireworks, “poppers”, weapons (including toy guns), candy cigarettes, lighters, knives, obscene merchandise or anything illegal will be permitted.** Booths should be manned continuously during festival hours. Vendors leaving their booths empty or unattended during the festival are subject to being excluded from future festivals.

GUIDELINES

1. Registration fee for the three-day event is **\$100.00** (with electrical outlet), payable with the application.
2. If in the event you are unable to attend the Festival, a refund request must be made in writing/email no later than **September 15, 2023**. **NO REFUNDS will be granted after September 15th.**
3. The standard booth space is 10x10. You will be required to keep your display within that space. ETPS provides booth space and one electrical outlet for each booth only. Exhibitors must provide their own 10x10 tent, display equipment, tables and chairs, extension cords etc. Please keep in mind we have limited power sources on the square and can quickly overload with all the food and arts and crafts booths at the Festival. Try to bring what is truly necessary for the three days, and limit extra power drains.
4. All vendor tents must be NFPA7011 certified and must have a certificate stating that it is flame retardant (most tents have a sewn certificate versus a paper certificate)
5. Tents may NOT be secured to the street by nails or any other puncture procedure. This can result in a city citation and/or event expulsion. Please weight your tents down properly with methods that do no permanent damage to streets or surrounding property.
6. Booths must be decorated and have clear signage for the entirety of the Festival. Show us your decorating skills. The winning booth will have the registration fee refunded.
7. Booth set up time: **Wednesday, October 4th**, from 5:00 p.m. until 10:00 p.m. Booths will be assigned by the Arts and Crafts Committee. Security will be provided Wednesday, Thursday, and Friday nights. Although security will be available, the Poultry Festival is not responsible for damage or theft. Security is provided from midnight until 6am by the Center Police Department. We provide a volunteer Security service for the rest of the time.
8. Sales are on a cash basis. The Poultry Festival receives no commission.
9. This event is held in a temporary outdoor venue; as such we are affected by weather and other factors and cannot reimburse for displays or products that may be damaged by these factors. We have no control over the weather. There will be no refunds for bad weather.
10. Application for space consists of the following:
 - A. Exhibitor application sheet filled out completely.
 - B. At least three color photographs showing representative merchandise, if a first time exhibitor.
 - C. Booth rental fee made payable to Shelby County Chamber of Commerce.

11. Booths will be open from the opening of the festival each day until 9:00 p.m.
ANY BOOTH THAT IS NOT SET UP AND OPERATING BY NOON OF THE FIRST DAY OF THE FESTIVAL MAY BE RE-ASSIGNED TO ANOTHER VENDOR. THERE WILL BE NO REFUNDS FOR NO-SHOWS.
12. No pre-authorized guarantee for exact space location.
13. No booth sharing or subletting of space without prior approval from the Poultry Festival Arts and Crafts Committee.
14. If you are serving food, please refer to the Food Guidelines below. This does not include those who are selling salsas, jams, honey, canned items etc.
- 15. Break down of booth is not permitted before 9:00 p.m. on Saturday night.**

FOOD GUIDELINES

1. No more than two different food items may be sold in a booth. For example, if you are selling roasted nuts, you may sell different types of nuts and flavors but you cannot sell nuts and hamburgers. Or you may sell an assortment of baked goods. Please stipulate your food item(s) on the application form so that no item will be duplicated.
2. Cold drink sales are reserved for the Chamber of Commerce booth. The Chamber sales water, sweet ice tea and soft drinks. You may serve coffee or hot chocolate in your booth, if you so desire.
3. **We reserve the right to disconnect any electrical appliance if the load becomes excessive.**
4. No wood burning fires within the festival grounds.
5. We do not allow duplication of food served at the Festival between our Food Booth vendors and our Arts and Crafts vendors. Therefore, the committee will notify you of what you will and will not be able to serve.