



www.rabbitfest.com

May 18-21, 2017

VENDORS' MARKET HOURS:

Thursday 5:00 PM to 10:00 PM

Friday 4:00 PM to 10:00 PM

Saturday 10:00 AM to 10:00 PM

Sunday 10:00 AM to 5:00 PM

2017 Rabbit Fest APPLICATION and CONTRACT – Arts & Crafts Vendor

BOOTH DESCRIPTION:

- Arts & Craft spaces are located outdoors at the Copperas Cove City Park. All vendors will supply their own furnishings - tents, tables, chairs, awnings, supplies, lighting and electrical power cords, etc.
- All sale items and display items **must** be contained within the 10' x 10' assigned booth area. If the merchandise or equipment extends past the 10' x 10' area then the vendor will be required to purchase two spaces. The merchandise must be properly displayed as representing arts & crafts fairs and not directly from boxes placed on the ground as in a flea market setting.
- **Electricity** for lighting and registers will be provided at no additional cost. Each vendor will be allowed one 110volt electrical outlet. Additional electrical requirements must be addressed on the application and approved by the committee. An additional fee might be applied depending upon the need. Vendors will provide their own **heavy-duty outdoor** electrical power cords. (We recommend a minimum of 100 feet of cord.)
- Confirmation on your space(s) will be sent to you upon the approval and acceptance of your merchandise by the Rabbit Fest Arts and Crafts Market coordinating committee. Confirmation is tentative pending receipt of full payment. Your booth assignment and parking passes will be given to you upon your arrival to the festival.
- Booths will be filled on a first-come, first-served basis – pending acceptance.

MERCHANDISE:

- Photos of your merchandise (items to be sold or displayed) **must** be submitted with the application. A photo of your booth is also helpful. Updated photos are required for returning vendors as well.
- **All items** displayed or sold during the show must be listed in the field below labeled "MERCHANDISE OFFERED." Once accepted, a vendor may not add any additional items without the approval of the Arts and Crafts Market committee. Violations of this rule will result in

immediate cancellation of any agreement and forfeiture of all rental monies.

RAIN POLICY: The Rabbit Fest will continue, rain or shine, with no refund of fees. Exhibitors will be allowed to remain or may leave.

SECURITY: Security will patrol the Rabbit Fest grounds after the festival closes on Thursday, Friday, and Saturday evenings. Participants are responsible for the security of their own goods. We encourage vendors to secure all items each night before leaving their rented area. The Rabbit Fest committee and its event organizers accept no responsibility for stolen or damaged property, accidents, or injury.

SET UP INFORMATION:

- Arts and Crafts Market committee members will greet vendors upon arrival and be available to assist throughout the festival.
- Vendors are required to be set up by Friday at 3:00 PM. If you will be delayed in setting up by Friday at 3:00 PM, you **must** notify the Rabbit Fest Arts and Crafts Market Committee that you will be late. Failure to do so can result in your space being sold to the next vendor on the waiting list.
- Set up times:
Thursday - between 8 AM and 3 PM
Friday - between 8 AM and 3 PM
Vendors may set up during these times. Set up **MUST** be completed by Friday 3:00pm.
- Vehicles will be permitted in the market area for unloading, but must be removed immediately after unloading.
 - Unload merchandise and booth materials.
 - Remove your vehicle from the market area.
 - Then set up your booth and arrange your merchandise in your booth.
- All vehicles must be removed from the market area no later than:
3 PM on Thursday and Friday
9 AM on Saturday and Sunday
- No vehicles will be allowed into the market area during festival hours.
- **TOWING AT OWNER'S EXPENSE WILL BE ENFORCED.**

- **TEAR-DOWN TIME:** Booths must remain set up until the end of the festival on Sunday, May 21st at 5 PM.
- **RESTRICTIONS:**
- No merchandise may be sold bearing the RABBIT FEST logo.
- Absolutely no sleeping overnight in the City Park (other than RV area). No one will be allowed to remain in the Rabbit Fest Arts and Crafts Market area more than one hour past closing time. Vendors may return to the area the next morning after 6:00 AM.
- The number of vendors will be limited to approximately 80.
- **ABSOLUTELY NO ANIMALS WILL BE ALLOWED ON THE FEST GROUNDS** (exceptions include Service Animals, Petting Zoo and Rabbit Display). Boarding information can be obtained at local boarding facilities.
- Food and/or beverages will be sold only by food vendors. This includes bottled water, snow cones, pop corn, cotton candy, etc. (Exceptions may include canned or packaged items.)
- **This is a family oriented event.** NO weapons, guns, knives, fireworks, pornographic material, or games of chance will be allowed. Violators will be subject to immediate removal without refund of fees. The Rabbit Fest Arts and Crafts Market Committee reserves the right to remove exhibits which for any reason are deemed objectionable or undesirable and also to prohibit any exhibit, which in their judgment, may detract from the general character of the ongoing event. This reservation includes persons, things, conduct, printed matter, or anything that in the opinion of the committee is not family- oriented.
- There are no exclusives at this festival. We will attempt to limit duplications as much as possible but there is no guarantee that there will not be more than one exhibitor with the same item. The Rabbit Fest Arts and Crafts Market Committee does not attempt to regulate the price of items sold. Each vendor will determine the price of his or her own merchandise and is responsible for paying all applicable sales taxes. A copy of your sales tax permit must be attached to your application.

The Rabbit Fest Arts & Crafts Market Committee reserves the right to choose the vendors for the festival.

MISCELLANEOUS:

- Two (2) passes will be issued to each exhibitor for admission into the gated areas. Designated areas for vendor parking will be available on a first-come

basis. You must display your parking pass in the front window. There will also be a designated parking area for trailers. Trailers will be labeled with a vendor identification form.

- Exhibitors are responsible for keeping their area clean and safe from all hazards both to the operator and the public. Trashcans will be available for your use in this area.
- Ice may be available for purchase.
- Change will be available on Friday and Saturday.

The Rabbit Fest Committee, its officers, agents, employees and other representatives, shall not be held liable, and they are hereby released from liability, for any damage, loss, harm or injury to the person or property of the exhibitor or any of its officers, agents, employees or other representatives, resulting from theft, fire, water, weather, accident or any other cause. The exhibitor shall indemnify, defend and protect the Rabbit Fest Committee and Copperas Cove Chamber of Commerce against, and hold and save them harmless, from any and all claims, demands, suits, liability, damages, loss, costs, attorney's fees and expenses of whatever kind or nature, which might result from or arise out of any action or failure to act on the part of the exhibitor or any of its officers, agents, employees or other representatives.

CONTACT PERSONS:

If you have any questions about the Rabbit Fest Arts and Crafts Market please contact either of the committee coordinators:

Kathy McCain . . . (254)-547-7716 / 220-5332
 kmccain@hotmail.com

Or email activities@copperascove.com

To be accepted as a vendor in the Rabbit Fest the following application form must be completed in its entirety, to include Safety Requirements form. Also required is a copy of your sales permit. Return required documents and your payment to:

**Copperas Cove Chamber of Commerce
 ATTN: Rabbit Fest
 204 E. Robertson Avenue
 Copperas Cove, TX 76522**

Applications are also accepted online at

www.rabbitfest.com

2017 Rabbit Fest Arts & Crafts Vendors
APPLICATION and CONTRACT - Arts & Crafts

BUSINESS NAME: _____

CONTACT PERSON'S NAME: _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP** _____

PHONE NUMBER: _____ **CELL PHONE NUMBER:** _____

E-MAIL ADDRESS: _____

WEB SITE: _____ **Sales Tax and Use Number:** _____

BOOTH FEES:

- **REGULAR FEE** \$125 for a 10x10 by April 13th
(payment must be received by 5:00pm April 13th)
- **LATE FEE** (after 5:00 pm April 13th) - \$200
- **CANCELLATION FEE** - \$50 prior to April 13th.
- **NO REFUNDS** after April 13th.

METHODS OF PAYMENT:

- CASH
- CREDIT CARD
- CERTIFIED CHECKS or MONEY ORDERS made payable to Copperas Cove Chamber of Commerce.
- PERSONAL CHECKS will be accepted only until April 13.

NUMBER OF BOOTHS REQUESTED: _____

MERCHANDISE OFFERED:

- Vendors must list all items to be displayed, sold, or given during the show.
- Once accepted, a vendor may not add any additional items without the approval of the Arts and Crafts Market Committee. Violations of this rule will result in immediate cancellation of any agreement and forfeiture of all rental fees.

SPECIAL NEEDS: Please describe any special needs or requests you may have such as additional electricity, water, handicapped access, special set up requirements, etc.

***** PHOTOS OF YOUR MERCHANDISE, A COPPERAS COVE FIRE DEPARTMENT
SPECIAL EVENTS SAFETY REQUIREMENTS FORM, AND A COPY OF
YOUR SALES PERMIT MUST BE ATTACHED *****

The submission of this application indicates that you, the vendor, understand the rules and regulations and agree to the same.

Signature: _____ **Date:** _____