



www.rabbitfest.com

May 18-21 2017

VENDORS' MARKET HOURS:

Thursday	4:00 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 - FOOD VENDORS

BOOTH DESCRIPTION:

- Vendor 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, water hoses, etc.
- All sale items and display items **must** be contained within the 10' x 20' assigned booth area. If the merchandise or equipment extends past the 10' x 20' area then the vendor will be required to purchase an additional space.
- **Electricity for lighting and registers will be provided at no additional cost. Each vendor will be allowed one 110 volt electrical outlet. Additional electrical requirements must be requested on the application and approved by the committee. An additional fee will be applied depending upon the need. Vendors will provide their own heavy-duty electrical power cords. (We recommend a minimum of 100 feet of cord.) Please notify us if you will be plugging in a stock trailer, there will be an additional electric fee.**
- Confirmation on your space (s) will be sent to you upon receipt of full payment and pending the approval and acceptance of your menu by the Rabbit Fest coordinating committee. Your booth assignment and parking passes will be given to you upon your arrival to the festival.
- Booths will be filled on seniority, first-come, first-served basis – pending acceptance.
- The chamber will furnish space and water for the concession whenever possible and feasible.

MENU:

- A menu (items to be sold or displayed) must be submitted with the application. A photo of your booth is required.
- **All items** displayed or sold during the show must be listed in the field below labeled "MENU ITEMS OFFERED." Once accepted, a vendor **may not** add any additional items without the approval of the committee. Violations of this rule will result in

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

SET UP INFORMATION:

- 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 Committee that you will be late. Failure to do so can result in losing your space.
- Set up times:
 - Thursday - between 8 AM and 3 PM
 - Friday - between 8 AM and 3 PM
- Vendors may set up during these times.
- 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.

TEAR-DOWN TIME: Booths must remain set up until the end of the festival on Sunday, May 22nd at 5 PM.

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 will 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.

- Vendors are responsible for keeping their area clean and safe from all hazards both to the operator and the public. Trash cans are available for your use in this area.
- Ice will be available for purchase.
- Change will be available on Friday and Saturday at designated times. **No change can be made by the Chamber Staff.**
- Recreational vehicles are to be parked in designated areas only. For reservations for RV spaces, contact us at (254)547-7571.

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 area more than one hour past closing time. Vendors may return to the area the next morning after 6:00 AM.
- **ABSOLUTELY NO ANIMALS WILL BE ALLOWED ON THE FEST GROUNDS** (exceptions include Service Animals). 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 will be allowed. Violators will be subject to immediate removal without refund of fees. The Rabbit Fest Committee reserves the right to remove vendors 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 vendor with the same item. The Rabbit Fest 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.

RAIN POLICY: The Rabbit Fest will continue, rain or shine, with **NO REFUND OF FEES**. Vendors 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.

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 vendor or any of its officers, agents, employees or other representatives.

CONTACT:

If you have any questions about the Rabbit Fest, please contact:

Copperas Cove Chamber of Commerce 254-547-7571 or activities@copperascove.com

To be accepted as a vendor in the Rabbit Fest, the following application form must be completed in its entirety and returned with payment to:

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

Applications are also accepted on line at

www.rabbitfest.com

**2017 Rabbit Fest Food Vendor
APPLICATION and CONTRACT – FOOD VENDORS**

BUSINESS NAME: _____

CONTACT PERSON'S NAME: _____

MAILING ADDRESS: _____

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

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

E-MAIL ADDRESS (REQUIRED) : _____

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

Booth Fees:

- **EARLY FEE** - \$650 for a 10' x 20' by April 13th
- **REGULAR FEE** (after April 15th) - \$750.
- **CANCELLATION FEE** - \$100 prior to April 13th.
- **NO REFUNDS** after April 13th.
- **EXTRA FEE - 50amp will have a \$50 charge**

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 13th.

NUMBER OF BOOTHS

REQUESTED _____

DIMENSIONS OF TRAILER _____ include tongue

Total Due: \$ _____

MENU ITEMS OFFERED:

- Vendors must list all items to be displayed or sold during the show.
- Once accepted, a vendor **may not** add any additional items without the approval of the Committee. Violations of this rule will result in immediate cancellation of any agreement and forfeiture of all rental fees. Attach menu if necessary. Only approved menu items will be allowed.

List your specific electrical requirements and all appliances that will be used . _____

SPECIAL NEEDS: Please describe any special needs or requests you may have.

*****PHOTOS , PAYMENT & COPY OF SALES AND USE PERMIT *****

MUST BE ATTACHED

Office Use Only: Payment ◇ Photos ◇ Menu ◇ Copy Sales & Use Permit ◇ Check list ◇ Spread Sheet ◇