



CEDAR PARK

FALL 2019 ART & CRAFT FAIR VENDOR APPLICATION

Saturday, October 19, 2019 from 10:00 am – 4:00 pm

Cedar Park Recreation Center

1435 Main Street, Cedar Park TX 78613

VENDOR INFORMATION

First & Last Name _____

Business Name _____

Street Address _____

City/State/Zip _____

Cell Phone _____

Email Address _____

Website _____

Date of Birth: _____

BOOTH REQUEST

*All applications are subject to approval

OUTDOOR BOOTH SIZE

Full Booth \$50 (Approx. 100 sq. ft.)

Half Booth \$35 (Approx. 50 sq. ft.)

Optional Table Rental (6' x 30" tables)

___ one table (\$10)

___ two tables (\$20)

How did you hear about the Cedar Park Craft Fair?

CATEGORY

ART

CANDLES/SCENTS

FLORAL

JEWELRY

CRAFTS

WOOD

METAL

PURSES

CLOTHING

JEWELRY

OTHER: _____

Brief Description of Products: _____

Email completed application to:

hailey.harpp@cedarparktexas.gov

City of Cedar Park PARD

Hailey Harpp

1435 Main Street

Cedar Park, TX 78613

Office Use Only

Date Application Received ____/____/2019

Amount Paid \$ _____

Paid by Cash Credit Card Check/MO

Application Approved Yes No

Receipt Number _____

Vendor Notified on ____/____/2019



Vendors: Vendors must be on-site and remain open at all times on Saturday, October 19th from 10 am – 4 pm.

- Attendees must approach the vendors' area to purchase items; soliciting is strictly prohibited.
- Flyers, advertisements and any forms of marketing, are not allowed to be placed on cars in any parking area.
- The City of Cedar Park does not assume any responsibility for safety of vendor property and is not responsible for damaged property, broken equipment or stolen equipment of inventory.

Layout: Layout of the event, including vendor locations, is at the discretion of event management and is subject to many factors including weather, crowd movement and booth needs.

Vendor Application, Payment & Cancellations: Please complete the application neatly, completely and thoroughly. **There will be no refunds after October 5, 2019.** Refund requests prior to this date will incur a \$7 handling fee. The collection and payment of sales taxes is the vendor's responsibility. Booth space is non-transferable and cannot be sublet. Only the applying vendor along with their specified product(s) may occupy the space.

Booth sizes: Full booth sizes are approximately 100 square feet; half booth sizes are approximately 50 square feet.

Tables/Chairs/Outdoor Tents: You are responsible for supplying your own table (unless renting), chairs and a shelter that must fit in your area. Each leg of a vendor's shelter (tent, canopy, umbrella) or free-standing vendor signage must be weighted down in a secure, safe fashion with 40 pounds of weight on each leg.

Set-up/Teardown: You will receive an email on October 16th informing you of your spot and instructions for set up times. Teardown takes place no sooner than 4 pm on Saturday. Any teardowns before 4 pm are strictly prohibited, and you will forfeit any opportunity to sell at our future shows. The City does not supply help for assembling/disassembling vendors' booths. Vendors are responsible for their own trash and keeping their booth space clean. Trash containers are provided nearby for your convenience. All boxes/containers must be broken down before being placed in the recycling/garbage receptacles.

Cancellations/Inclement Weather: If the City will has to cancel the fair, we will offer a refund or transfer your application/payment to a future fair.

By signing the below, you agree to follow the above policies and sell only the items listed on your application.

Signature: _____ Date: _____



**RELEASE, WAIVER OF LIABILITY, AND ACKNOWLEDGMENT OF
POLICIES**

I, _____, do hereby release and forever discharge, indemnify and hold harmless the City of Cedar Park, Texas, its mayor, city council, officers, employees, and agents (hereinafter called “City”) from any and all claims, suits, demands, losses, liabilities, and damages of any nature to real or personal property or persons, including death, arising directly or indirectly from activities conducted in preparation for, during and immediately following the Fall Art and Craft event on Saturday October 19, 2019 (hereinafter called “Event”) organized by the City of Cedar Park Parks and Recreation Department. I hereby expressly and specifically assume the risk of injury or harm and fully and completely release and discharge the City from any and all liability for any injury, illness, death or property damage resulting from the Event.

I expressly understand and agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Texas. I agree that if any portion of this Release is held to be invalid, illegal, or unenforceable for any reason, such portion is fully severable and the remaining parts of this Release shall continue in full force and effect.

I, before signing this agreement, state that I have carefully read each paragraph of this agreement, understand each and every paragraph and have had the opportunity to have my attorney, if I so desire, advise me about the legal effect of the terms and conditions of this release and waiver of liability and I choose to sign this agreement as written. I have signed this document of my own free will.

By signing below, I also acknowledge that I received a copy of the Policies governing Vendors at the Event at the time I submitted my Application, and I have read the Policies in their entirety. I agree to be bound by the Policies and to abide by them at all times before, during, and after the Event, and I understand that my failure to do so shall result in expulsion from the Event.

Signed: _____ Printed Name: _____

Date: _____