



#### SHOW DATES

Friday, October 4, 2019  
6pm – 11:30pm

Saturday, October 5, 2019  
10am – 11pm

Accepting Applications: December 19, 2018

Deadline: February 1, 2019

Acceptance Email: February 15, 2019

### Bootfest Merchandise Vendor Application

Dear Vendor,

We are pleased to offer an exciting opportunity to participate in BOOTFEST 2019. The merchandise vendors will be selected through a juried selection process. Each and every vendor will be reviewed by a Bootfest committee and you will be notified, via email, of the results and recommendations of selection by the committee. Upon receiving an acceptance email, payment for your booth space will be due within 10 business days.

If you would like to apply to be a vendor for this year's festival, please review and complete the following documents:

1. Vendor Application
2. Submit three (3) images showcasing your merchandise and booth display.
  - If emailing application; .JPEG, .PNG, or .PDF files are preferred.
  - If mailing application, mail photographs or printed images along with application.

Email applications to [bootfest@victoriatx.org](mailto:bootfest@victoriatx.org)

Mail applications to:  
Victoria Convention & Visitors Bureau  
PO Box 1758  
Victoria, TX 77902

Please contact the Victoria Convention & Visitors Bureau at (361)485-3116 or email: [bootfest@victoriatx.org](mailto:bootfest@victoriatx.org) for additional information. We look forward to another successful Bootfest!

Thank you for your consideration.

Victoria Convention and Visitors Bureau  
Ph:(361) 485-3116  
Fax: (361)485-3108  
Email: [bootfest@victoriatx.org](mailto:bootfest@victoriatx.org)



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**Bootfest Merchandise Vendor Application**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

Item Category: *(Circle the category that best represents your business)*

Jewelry    Apparel/Clothing    Handmade/Homemade    Children’s Toys    Home Décor    Other

Shows or Festivals you participate in: *(Include past Bootfest events)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vendor Space Request:**

- 12’x12’ (12 feet long and 12 feet wide)
  - \$175.00
  - Electricity provided - 110 volt, 20 amp dual outlet connection
- 24’x12’ (24 feet long and 12 feet wide)
  - \$350.00
  - Electricity provided - (2) 110 volt, 20 amp dual outlet connections

**Vendor Entry Checklist**

- Entry form, to be emailed, mailed, or submitted in-person.
- Three images displaying your merchandise and booth display, to be emailed, mailed, or submitted in-person.
- One image must be of your booth display.

# Thank you for your interest in vending at Bootfest 2019!

## Application and Vending Guidelines

**We select vendors based on the attendee experience;** a diverse, quality and unique selection of products festival-wide is our goal. Application does not guarantee selection to participate in Bootfest. We want our attendees to enjoy the selection of quality food and merchandise at Bootfest and return for it year after year. Likewise, we want our vendors to enjoy the event profitably.

- Vendors must read and understand the Vendor Guidelines outlined below.
- All deadlines are by 5:00 p.m. CST unless otherwise noted.
- **December 19, 2018.** Applications open.
- **February 1, 2019.** Completed vendor applications due. All applications received after this date will be placed on the waiting list.
- **February 15, 2019.** Notification of committee results emailed to all applicants. Non-selected vendors will be placed on the waiting list.
- **March 1, 2019.** Selected vendors must submit full payment to confirm their space.
- **June 3, 2019.** Cancellation deadline to receive refund.
- **October 4, 2019 – times vary.** Vendor setup. Texas [Sales Tax Permit](#), Victoria County [Temporary Food Service Establishment Permit](#) (food vendors only) must be displayed.
- **October 4, 2019, 6 p.m. – 11:30 p.m.** Festival open.
- **October 5, 2019, 10 a.m. – 11 p.m.** Festival open.

## Booth Space

- Layout of the event, including vendor locations, is at the discretion of event management and is subject to many factors including crowd movement, booth needs, and attendee experience.
- Vendors or their staff must be on site and their space open at all times during the event hours.
- Vendors are responsible for securing both their space and product. Security for the grounds will be provided by City of Victoria Police Department.
- Vendors are to adhere to the dimensions of their allotted vendor space and not place items such as tents, tables, chairs, and signage outside of their vendor space.
- Vendors are to use their entire vendor space for the display and sale of merchandise. Vendor space cannot be used for surplus product storage.
- Vendor space is non-transferable and cannot be sublet. Only the applying vendor along with their specified product(s) may occupy the space.
- The sale of items should be passive; “barking” or actively soliciting pedestrians is strictly prohibited.
- The use of sound amplification systems within a vendor space is not allowed.
- Vendors must provide their own tents, chairs, tables, and signage.
  - Each leg of a vendor’s shelter (tent, canopy, umbrella) or free-standing vendor signage must have 40 lbs. of weight secured in a safe fashion.
  - Bootfest officials may instruct vendors to dismantle their shelters or signage in-person or via a stage announcement if wind speed is expected to exceed 30 mph.

## Permits and Taxes

- All vendors must have and display a [Texas Sales Tax Permit](#).
- Food vendors must have and display a temporary food service establishment permit [[permit application pdf here](#)] from the [Victoria County Health Department](#). Bootfest will pay for a blanket permit from the Health Department, but vendors must register with Victoria County, City of Victoria Fire Marshal, & City of Victoria. Each food vendor must comply with all City, County and State laws and/or ordinances. The Victoria Itinerant Vendors, Solicitors, & Outdoor Sales ordinance was updated in 2017. Find the current ordinance [here](#).
- Food vendor booths/trailers/vehicles must meet the [State of Texas Department of Health Services](#) standards.
- Food vendor booths/trailers/vehicles must comply with all City of Victoria ordinances.
- All food vendors will be inspected by the Victoria County Health Department and City of Victoria Fire Marshal.

# Acceptable Vendor Products

## Acceptable Items

- ✓ Product categories stated and approved in your application, only
- ✓ Prepared food (food vendors only)
- ✓ Pre-packaged foods
- ✓ Soft drinks, lemonade or tea (food vendors only)
- ✓ Art and handmade items
- ✓ Candles, soap and other country crafts
- ✓ Clothing, boots and shoes
- ✓ Furniture: western and handmade souvenirs
- ✓ Toys and sealed-chemical glow items

## Prohibited Items

- × Services, consultation or products installed or delivered at a later date
- × Sale or exhibit of animals
- × Glass containers for beverage or food
- × Offensive odor items (stink bombs)
- × Explosive or incendiary items (smoke bombs, poppers, snaps, etc.)
- × Firearms, knives or items that look like weapons
- × Alcohol and tobacco
- × Illegal items
- × Items that fire hard projectiles (toy bows and arrows, crossbows)
- × Canned silly string or confetti items

Vendors should specify the items they intend to sell on their applications. **City of Victoria representatives reserve the right to stop vendors from selling any product not specified on an application.**

# Electricity

Vendors are expected to use power provided by the City; access to power is included in vending fees.

- All food and general merchandise vendors located on streets have access to at least one 110 volt/20 amp GFCI outlet.
- 110-volt extension cords must be in good condition, 100' in length, 3 pronged, UL rated for outdoor use, and rated for 20 amp use.
- Vendors must provide their own extension cords, power strips and lighting.
- If a circuit is broken repeatedly vendor may be denied continued access to electricity. Defeating GFCI protection is strictly prohibited.
- The use of generators is prohibited.

## Merchandise Vendors

- 110 volt/20 amp dual outlet within 100'. The combined draw of appliances cannot exceed 20 amps.

## Food Vendors

- 110 volt/20 amp dual outlet within 100'. The combined draw of appliances cannot exceed 20 amps.
- 220 volt/50 amp circuits are also available for food vendors. The combined draw of appliances cannot exceed 50 amps. These circuits must be requested on the vendor's application.
- Food appliances must be commercial grade (NSF certified).

# Water

- Food vendors are provided potable water via piping; access to water is included in vending fees.
- Waste water should be disposed of in the grey water receptacles provided for vendor convenience. **It is illegal to discard waste-water into a public place, including storm drains, gutters, grass, street, etc.**

# Clean-up

- All vendors are responsible for their own trash and keeping their booth space clean. Trash containers are provided for your convenience.
- Coals, grease, and other damaging items should not be poured into storm drains, on streets, or in grass.
- Any and all spills must be cleaned up immediately and may result in fees if damages to property are incurred.

## Payment and Cancellations

- Payment must be made in full within ten business days of being selected to vend at Bootfest.
- No refunds may be processed after June 3, 2019.
- Payment will be made to Victoria Parks and Recreation (phone: 361-485-3200).
- Payment may be made by cash, check or credit card. Checks should be made out to "City of Victoria." Credit card payments made over the phone are assessed a \$3.00 service charge.
- Refunds are not given for event cancellation based on weather or other events outside the City of Victoria's reasonable control.