Thank you for your interest to participate as a vendor at the 2015 WTAMU Homecoming. We are pleased to welcome you to the Peace, Love and Buffs Festival. This is a great opportunity to promote your business.

Business Name: ____________________________________________________

Owner Name: ________________________________________________________

Phone: ____________________________________________________________

Address: __________________________________________________________

Email or URL: _____________________________________________________

Please circle which vendor type applies to you or your business:

FOOD VENDOR $100
BUSINESS/CORPORATION $100
NON-PROFIT $75
INDIVIDUAL $25
WT STUDENT ORGANIZATION

Please list items you will be selling or distributing at the event:
Vendors will receive:

Booth size is 10’x10’. WT will provide one 8-foot table and 2 chairs.

Please provide your own tent/canopy, table cloth, booth décor, etc.

**Requesting: ____ BOOTH(s) @ _____ ea. =_______ TOTAL DUE**

<table>
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<tr>
<th>Qty</th>
<th>vendor type</th>
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Need electricity?  **YES / NO**

There is limited electricity. Vendors are responsible for bringing their own extension cords. (We recommend at least 25-foot extension cords.)

I give permission for my name/business/organization and website to be publicized with WTAMU Homecoming for advertising purposes.  **YES / NO**

I have reviewed and initialed the attached Vendor Guidelines. I understand and agree to all terms. If you need arrangements other than the ones indicated above, you must call 806-651-2647.

__________________________________________    Date: ______________
OWNER/RESPONSIBLE PARTY SIGNATURE

**Payments MUST be received by September 18, 2015.**

Please make checks payable to **WTAMU-Homecoming** and mail to:

WTAMU Box 60788, Canyon, TX 79016

**Or** Submit payment by credit card and call 806-651-2067.

________________________________________________________
FOR COMMITTEE USE ONLY:

**Date application received:** _______________   **Payment Received:**  **YES**   **NO**

If accepted, **date we notified vendor:** _______________

If not accepted, **date application and payment returned:** _______________

**Booth assignment:** _______________
Vendor Guidelines

Please read and initial the following guidelines and return this page with your application form.

Initial

Booth fees are non-refundable for any reason unless your application is denied. As an outdoor festival, please understand that we are at the mercy of Mother Nature.

Set-up time is 6:00 am to 9:00 am for vendors. Your booth must be set up, staffed and ready to operate by 9 am on Saturday, September 26. The event will open from 9:00 am to 3:00 pm. Festival activities will begin at 11:00 am. Tear down will begin no earlier than 3:00 pm and should be completed by 5:00 pm. Food vendors must check-in and set up by 8 am.

No ground-stakes are allowed—proper weights required to ensure everyone’s safety.

At check-in, all vendors will receive a map showing the location(s) of their space along with unloading and parking instructions.

Vendors must provide necessary equipment to operate their booth.

Vendors are responsible for maintaining and cleaning up their booth area.

WTAMU is unable to accept responsibility for any lost or stolen items, or for any equipment other than our own.

Only one organization or vendor may use each booth space unless prior authorization has been obtained from the WTAMU Festival committee. All vendors must conduct business in their designated booth area only, unless approved otherwise by WTAMU Festival committee. Pre-registered vendors unable to attend must notify WTAMU 48 hours prior to the event and are not permitted to sublet without prior consent from WTAMU. Fliers, handbills, and petitions will be limited to booth area only. Non-booth holders may NOT distribute merchandise or fliers of any kind.

NO CONCESSION ITEMS OR BEVERAGES MAY BE SOLD at vendor booths other than those specifically identified as food vendors.
Food vendors are responsible for obtaining required permits and must comply with Environmental Health Regulations. Please call the Environmental Health Department at (806) 378-9472 to apply.

It is the responsibility of all exhibitors to obtain all permits, licenses, etc. required for your business/organization.

Vendors are responsible for collecting and remitting all sales tax, if applicable, to the Texas Comptroller.

WTAMU reserves the right to prohibit the sale or distribution of materials that may be illegal, pornographic, or those considered offensive. Please do not display any merchandise that would be inappropriate for children. This is a family friendly event. Any decision made by WTAMU officials is final.

Vehicles must be parked in approved areas. No vehicles can be driven through the vendor area, so plan accordingly.

WTAMU cannot assume responsibility for any vehicles ticketed or towed that are not properly parked.

Hold Harmless: By signing this form, you affirm and agree to hold harmless West Texas A&M University, and the Texas A&M System, its directors, officers, employees, agents and assigns from any and all loss, claim, action, suit or liability to third persons (including attorney fees at trial and appeal), from any cause whether directly or indirectly related to this event or this agreement including but not limited to claims for injury to persons including death or destruction of property; whether intentional, negligent or consequential as result of any act or omission or yours, or the officers, director, employees or agents of your business.

NO ALCOHOL IS ALLOWED ON THE WTAMU CAMPUS.

__________________________________________    Date: ______________
OWNER/RESPONSIBLE PARTY PRINTED NAME

__________________________________________    Date: ______________
OWNER/RESPONSIBLE PARTY SIGNATURE
Send complete package to:

West Texas A&M University  
P.O. Box 60788  
Canyon, TX 79016

Email: dmakkhavane@wtamu.edu  
Fax: 806-651-2991

Your package to us should include:

1. Vendor Booth Application Form  
2. Payment - make checks payable to WTAMU – Homecoming  
3. Vendor Guidelines with initials  
4. Copy of Health Permit (if food vendor)

Checks can be mailed to:

WTAMU Box 60788, Canyon, TX 79016

Or

To pay by credit card

Call 806-651-2067

Payments MUST be received by September 18, 2015.