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 9:00am 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 3:00pm 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