



## **Exhibitor Booth Reservation Contract**

We hereby contract for exhibit space during the **2018 Piney Woods Fair, October 10-14, 2018** held subject to the rules and regulations which we have read and agreed to make part of this contract.

In order to reserve said exhibit space we agree to pay the required non-refundable holding deposit of **\$50.00 for a 10 x 10 and/or \$100 for a 10 x 20** booth space. In addition to the deposit, we agree to pay the remaining balance of \$\_\_\_\_\_ due by **October 1, 2018**. The deposit is added to the exhibitor's monies paid and is not refundable. **All holding deposits need to be paid by August 4, 2017**. Booth spaces will be released to others that are waiting after this date. Furthermore we accept that the booth floor setup may change from the previous year.

Number of booth(s) and size I am paying to reserve: \_\_\_\_\_

Special Requests: \_\_\_\_\_

Please check one: \_\_\_ Deposit Enclosed \_\_\_ Full Payment Enclosed

Company Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

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

City, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**Concessions: All soft drinks must be Coca-Cola products. Please include a copy of your menu, Sales Tax Permit and current Health Permit with this completed contract.**

**Non Profits: All companies operating as a 501 (c) (3) must also present proof of I.R.S. tax exempt status. Non Profits are subject to State Sales Tax.**

**Sales Tax of 8.25% will be added for table and chair rental unless you provide a Texas State Comptroller Sales Tax Exemption form.**

|                                     |          |                  |                   |
|-------------------------------------|----------|------------------|-------------------|
| 10 x 10 booth space                 | \$200.00 | Banquet Table    | \$5.00 (plus tax) |
| 10 x 20 booth space                 | \$350.00 | Chair (each)     | \$1.00 (plus tax) |
| Concessionaire 20 x 20 booth space: | \$600.00 | Non Profit 10x10 | \$75.00           |

Booth Total: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_ Date \_\_\_\_\_ Cash/Check # \_\_\_\_\_

Remaining \_\_\_\_\_ Date \_\_\_\_\_ Cash/Check# \_\_\_\_\_



**NACOGDOCHES COUNTY**  
**EXPOSITION & CIVIC CENTER**

## 2018 PWF Vendor Rules and Regulations

- 1) Vendor space is provided on a first come - first serve basis with first right of refusal going to the previous Year's exhibitors.
- 2) **Due to limited space, Food Vendors MUST schedule their set-up time with management.**
- 3) Due to the changing number and type of vendors, Vendor Booth locations may be requested but are in no way guaranteed.
- 4) Vendor Check In will be Tuesday, October 9<sup>th</sup> from 8:00am till 7:00pm, and Wednesday, October 10<sup>th</sup> from 8:00am till noon. **All Vendors are required to check in at the Nacogdoches Expo & Civic Center Office prior to setting up. Vendor Booth spaces must be paid in full before setting up.** Vendor and Parking Passes, a Pineywoods Fair Schedule, and Vendor Parking Instructions will be provided at this time.
- 5) Vendors will receive up to 4 Vendor Passes and 2 parking passes. Additional 5 day passes may be purchased in the Civic Center Office at a cost of \$15 for each additional pass. Due to the limited parking available, parking passes are limited to 2 per vendor.
- 6) The Nacogdoches County Expo & Civic Center Management reserves the right to reassign any Vendor Booth that is not occupied by the Vendor after 12:00pm (noon) on Wednesday, October 10.
- 7) The subletting of Vendor Booths is strictly prohibited without prior arrangements with management.
- 8) The obvious under-cutting of prices on the same type of merchandise with the intention of harming a competitors business will not be tolerated. This will result in the offending vendor being removed from the property and not allowed back as a vendor for all future events.
- 9) Inside Vendors are allowed in the Civic Center ONE hour before doors open to the public.  
**CIVIC CENTER HOURS:**

|                        |                      |
|------------------------|----------------------|
| Wednesday, October 10, | 3:00pm till 9:00pm   |
| Thursday, October 11,  | 3:00pm till 9:00pm   |
| Friday, October 12,    | 3:00pm till 10:00pm  |
| Saturday, October 13,  | 11:00am till 10:00pm |
| Sunday, October 14,    | 12:00pm till 4:00pm  |
- 10) The Nacogdoches County Expo & Civic Center will provide 24 hour security. The Nacogdoches County Expo & Civic Center/Pineywoods Fair shall not be liable under any circumstances for loss, damage, or injury to property or persons before, during or after the Piney Woods Fair.
- 11) Vendors selling merchandise are solely responsible for applying all applicable city and state sales tax.
- 12) Vendors are limited to solicitation of sales at their Vendor Booth. Strolling through the crowd is prohibited.
- 13) Games and/or Food Concessions are not allowed inside the Civic Center.
- 14) Potentially combustible materials are not allowed inside the Civic Center. Hay is restricted inside the Civic Center. Vehicles on display are required to have less than one quarter tank of gasoline, and the positive end of the battery cable must be disconnected and covered with electrical tape.
- 15) 8ft. Banquet tables and chairs are available for rent at the Nacogdoches Expo & Civic Center Office at \$5 per table (plus tax) and \$1.00 per chair (plus tax).
- 16) **Absolutely No alcoholic beverages are allowed inside the Vendor Area of the Fair Grounds.** Violation will result in the immediate termination of the Vendor Contract with no further option of renewal. The Vendor Booth will be shut down immediately and the operator will not be allowed to retrieve their Booth contents or Concession Stand until the end of the Fair. Booth rental WILL NOT be refunded.
- 17) Food Vendors may begin dismantling booths after 5:00 pm on Sunday, October 14, 2018. Inside Vendors may begin dismantling booths after 4:00pm. (All exhibits must be removed from the building on Monday, October 15, 2018.)

Please contact The Nacogdoches County Expo & Civic Center Office at 936-564-0849 if you have questions or need assistance!