



NACOGDOCHES COUNTY
EXPOSITION &
CIVIC CENTER
(936) 564-0849

2020 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) Vendors claiming Federal and/or State Tax Exemption must provide the official forms issued by the Federal or State entity.
- 4) *Due to the changing number and type of vendors, Vendor Booth locations may be requested but are in no way guaranteed.*
- 5) Vendor Check In will be Tuesday, October 6th from 8:00am till 7:00pm, and Wednesday, October 7th from 8:00am till noon. **All Vendors are required to check in at the Nacogdoches Expo & Civic Center Office prior to setting up. Vendor Booths paces 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.
- 6) 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.
- 7) 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 9th.
- 8) The subletting of Vendor Booths is strictly prohibited without prior arrangements with management.
- 9) 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.
- 10) Inside Vendors are allowed in the Civic Center ONE hour before doors open to the public.

CIVIC CENTER HOURS:

Wednesday, October 7th,	3:00pm till 9:00pm
Thursday, October 8th,	3:00pm till 9:00pm
Friday, October 9th,	3:00pm till 10:00pm
Saturday, October 10th,	11:00am till 10:00pm
Sunday, October 11th,	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 11, 2020. Inside Vendors may begin dismantling booths after 4:00pm. (All exhibits must be removed from the building on Monday, October 12, 2020.)

Please contact The Nacogdoches County Expo & Civic Center Office at 936-564-0849

if you have questions or need assistance!



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Exhibitor Booth Reservation Contract

We hereby contract for exhibit space during the **2020 Pineywoods Fair, October 7-11, 2020**. We have read and agree to the Exhibitor Rules and Regulations.

To reserve an exhibit space, we agree to pay the required non-refundable deposit of \$50.00 for a 10 x 10 and/or \$100 for a 10 x 20 booth space. Outside Concessions Vendor Deposit is \$200.00. The deposit amount will be deducted from the total amount due. We agree to pay the balance due in full by **October 1, 2020**.

Exhibitor Booth Reservation Contracts and deposits must be submitted by **September 1, 2020**. Booth reservations will not be held after this date without a contract and deposit. Booth spaces must be paid in full prior to receiving admission/parking passes.

Circle Booth Choice:

10 x 10 Booth \$200

10 x 20 Booth \$350

Non Profit 10 x 10 \$75

(must provide proof of IRS tax exempt status)

Concessionaire 20 x 20 Booth \$600

(All soft drinks sold must be Coca-Cola products.

Please include your menu, State Sales Tax

Permit, and current Health Permit)

Tables & Chairs:

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

8' Banquet Table _____ x \$5.00 = \$ _____

Padded Chair (each) _____ x \$1.00 = \$ _____

= Total: \$ _____

Sales Tax = Total x 8.25% = \$ _____

Total + Sales Tax = Total Cost: \$ _____

Company Name: _____ Tax ID #: _____

Contact Person: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Number of booths reserved: ____ Booth Total: \$ _____

Table & Chair Total: \$ _____

Total Due: \$ _____

Please check one:

___ Deposit Enclosed

___ Full Payment Enclosed

Deposit Paid: \$ _____

Date Paid: _____

Cash/Check #: _____

Balance: \$ _____

Date Paid: _____

Cash/Check #: _____

Special Requests: _____

Signature: _____