

# Westfest, Inc.

## Dear Arts & Crafts Vendor Applicant,

Westfest is right around the corner and it's time to apply for a booth. Our handcrafted artists will have their booth on one side of the big tent which will be named *Artists Alley*. This includes booths 1-40. There will be signs up to indicate this. Please, keep in mind that due to demand overlapping may occur with handmade and non-handmade items. On your application, list *ALL* items you wish to sell. There must be pictures of these items or a website where they can be viewed. We require 90% of your product to be handmade to be considered an ARTIST. Please, declare on your application handmade or commercial. All previous vendors will receive a mailed application by United State Postal Service and will be allowed to reclaim your previous space if your product allows. New applicants may email Sarah Matthys at bsmatthys@att.net or call Westfest at 254-826-5058 to request an application be mailed to them.

This year 2018, booths will open for sale of your product on Friday, August 31, 2018 at 6:00pm for the Preview Party at Westfest until 10:00pm, Saturday, September 1, 2018 from 11:00am to 11:00pm, and Sunday, September 2, 2018 from 11:00am to 9:00pm. *Friday is optional although it is highly recommended. This year vendors have the option to open early on Sunday during the Westfest 5k & Polka Mass. Westfest 5k starts at 8:00am. Polka Mass starts at 10:15. **LOAD-IN*** will start at 7:00am on Friday, August 31st until 4:00pm at which time you will be required to move all vehicles from the Westfest grounds. You may remain in your booth setting up until opening time at 6:00pm. You will need to see Sarah about a Friday arm band if opening on Friday. **LOAD-OUT** will be handled by security on Sunday, September 2, 2018 after 9:00pm. You must present to a security officer that you are packed and ready to go. At that time, you will be escorted to get your vehicle and escorted back to load up. Please do not attempt to do this on your own. This is for our festival attendees and your own safety! All Arts & Craft items must be packed and removed by 11:00pm, Sunday, September 2, 2018.

Any vendor offering food items for sample and sale must have a Food Handlers Permit from McLennan County Public Health District (phone # 254-750-5464, email ENVHealth@ci.waco.tx.us) There will also be an inspection of your booth pertaining to these food items. Be prepared to post your permit. *Your booth cannot open without your permit.* Application fee must accompany your application. Please make checks or money orders payable to Westfest, Inc. Please mail your application and check to the address on the application so it can be considered in a timely fashion. **Deadline will be July 1, 2018. After July 1, 2018 Add \$25.00 Per booth. There will absolutely be NO booth holds after July 5, 2018.** Confirmation of acceptance or non-acceptance will be both emailed and mailed to you.

**Check in** must be done upon arrival on the grounds before unpacking. This is where you will pick up your passes to enter Westfest, a special parking tag to park in Arts & Crafts vendor area parking, and your assigned trailer parking tag. You must bring your acceptance letter to check in. Check in is located in the Arts & Crafts Office on the North side of the Arts & Crafts tent. This is also where you will get directions to your booth.

Westfest is an outdoor event under a very large circus tent. Booths are *approximately* 10'x10' for \$200.00 and \$400.00 for an *approximately* 10'x20', which includes electricity to support 500 watts of power. Each light bulb and fan will be considered 100 watts. Additional power may be

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secured at a rate of \$5 per 100 watts (or each additional light bulb). This power must be applied for in your application. Air Conditioning units and/or generators are NOT allowed on festival grounds. The Festival grounds are grassy unless we are blessed with rain. You may bring a floor covering to cut down on dust. We will Not have The Barn open for 2018.

You must manage your own booth and bring your own equipment such as tables, chairs, fans. Please be prepared to stay open during our hours of operation for Arts & Crafts. You will only need a sun shelter if you are requesting a stand-alone booth outside the tent. Please check with us before you turn in your application if you are wanting an outside space. Also, we can usually accommodate in advance 2 people who want to be adjacent to each other but need separate applications. We will put out a local advertisement of all vendors before Westfest. Please bring a curtain/cover for the front of your booth for closing time.

*A Single booth space will receive four (4) admission passes and one (1) parking permit. Double booth spaces eight (8) admission passes and two (2) parking permits. If you plan to sell on Friday night you will be given Friday night passes also. If you bring more people to help in your booth than you have passes they will be required to pay to get in and park. Westfest does not allow nudes, distasteful material or knives to be exhibited or sold. All art items displayed must be for sale. They must be handcrafted or painted by the ARTIST registered. Clothing items must be handcrafted modified. This does not include iron on, heat transfers or silk screening. This will be considered commercial. Westfest crest is a pending trademark. Anyone wanting to use the crest must have written permission from the Westfest Board of Directors. 24-hour security will be provided beginning the night of Thursday, August 30, 2018, and will continue throughout the festival. No pets are allowed on festival grounds with the exception of service and/or guide dogs.*

## **What MUST be included in your application:**

1. KEEP THE "LETTER TO VENDORS" PAGE FOR YOUR OWN REFERENCE)
2. Application completely filled out,
3. Hold Harmless page signed by you.
4. Payment by check or money order made to Westfest, Inc.  
Money Order for First Time Westfest Vendor.
5. Current photos of each item for sale, a website, or a Facebook page.
6. Copy of Texas Sales Tax and Use Permit. (B&W copies are accepted)

Find our Westfest Vendors group on Facebook.  
<https://www.facebook.com/groups/WestfestArtsCrafts/>

Looking forward to seeing everyone. Let's have a great festival.

Sarah Matthys  
Westfest Associate Director of Arts & Crafts  
[Bsmatthys@att.net](mailto:Bsmatthys@att.net)  
254-716-2263

# Westfest, Inc.

Rental Application- Westfest 2017 Arts & Crafts Application date \_\_\_\_\_

DATES: Fri., Aug. 31, 2018 6pm-10pm, Sat., Sept. 1, 2018 11am-11pm, Sun. Sept. 2, 2018 11am-9pm

COMPANY NAME: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If not the same as above, provide a phone number that you can be contacted at during Westfest here: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

WEBSITE ADDRESS/SOCIAL MEDIA (if available): \_\_\_\_\_

Please check one of the following. The Items that are being sold by Vendors are:

Handmade by vendor: \_\_\_\_\_ Not Handmade by Vendor: \_\_\_\_\_ Commercial: \_\_\_\_\_

**Please give a detailed list of all items you intend to display & sell. ONLY items listed will be allowed for sale:**

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**Please indicate if you will be arriving on Friday: \_\_\_\_\_ or Saturday: \_\_\_\_\_**

**BOOTH SIZE:** \_\_\_\_\_ Single 10x10 \_\_\_\_\_ Double 10x20 **Enter Fee:** \$200 Single or \$400 Double

**Yes or No Additional Electricity (circle one & See Rule 4) Total amount enclosed:** \_\_\_\_\_

**BOOTH FEE WILL GO UP \$25.00 IF PAID AFTER JULY 1, 2017. FIRST TIME VENDORS MUST PAY WITH A MONEY ORDER.**

**\*\*Trailer Parking\*\***. All vendor stock trailers will have an assigned parking spot that will correspond with their booth number. The trailers are also to be marked with a booth number tag given to you at the time of check in. Assigned trailer parking will be along the fence row of the vendors designated yellow permit parking. (See Map). Your patiences and cooperation with the parking staff is greatly appreciated. Please do not block entrance/exits to the vendors yellow permit parking. Indicate below if you are bringing a trailer that needs to be parked in trailer parking area:

\_\_\_\_\_ Yes, I will need an assigned parking spot for a trailer. \_\_\_\_\_ No, I will NOT be needing an assigned parking spot for a trailer.

**CHECK-IN/SET UP TIMES:** Fri. Aug 31, 2018 from 7am-4pm. & Sat. Sept. 1, 2018 from 7am-9pm

**Mail your application to:**

Sarah Matthys  
c/o Westfest Arts & Crafts  
PO Box 304  
West, Texas 76691

**WHAT YOU MUST RETURN TO APPLY FOR BOOTH SPACE:**

1. Completed Application includes: Rental Application pg. 3, Exhibitors Rules & Regulations pg. 4, and Hold & Harmless Agreement pg. 5.
2. Payment made to Westfest, Inc. **First time Westfest Vendors must pay with a money order.**
3. Current photos of each item for sale or a website showing all items you wish to sell.
4. Copy of Texas Sales Tax and Use Permit. (Black & White copies are accepted)

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## Westfest Arts & Crafts Exhibitors 2018 Rules and Regulations

1. Application fee must be received with completed application. ALL FIRST-TIME VENDORS MUST PAY WITH A MONEY ORDER. Make checks payable to Westfest, Inc. Postdated checks will not be accepted. Vendors will be emailed to notify receipt of application and of incomplete application. July 1, 2018 is the deadline to pay for your booth, after this date add \$25.00 to each 10x10 booth fee. There will be no Holds after July 5, 2018.
2. Once your application is confirmed a letter of acceptance or no acceptance will be mailed to you by August 15, 2018. The Westfest Board of Directors reserves the right to disapprove any application. Single booth space will receive 4 admission passes per exhibitor and 1 Arts & Crafts parking permit. Double booth space gets 8 admission passes and 2 Arts & Crafts parking permits. This will be given to vendor at check in except under special circumstances.
3. Booth spaces will be \$200.00 for an approximate 10' x 10' space. Double spaces will be \$400.00. All spaces are covered unless you request stand-alone space. July 1, 2018 is the deadline for these fees, after that add \$25.00.
4. Each booth space will be equipped with electricity to support 500 watts of power. Each light bulb and fan will be considered as 100 watts. Additional power may be secured at \$5.00 per 100 watts or each additional light bulb. This additional power must be applied for in your application. Exhibitors will not be allowed to exceed the power consumption applied for in your application. Air conditioning units and/or generators will NOT be allowed.
5. Motorhome or Rv of any kind are not allowed to stay on the festival grounds or parking lots over night. Please make reservations with the Westfest RV park or another RV park of our choice.
6. No refunds or cancellations will be accepted after June 30, 2018.
7. Each exhibitor will check in with Sarah upon arrival and before unloading on the Westfest grounds. Exhibitor will sign for and receive your passes and be shown to your space. Please bring your acceptance letter.
8. Exhibitors may set up starting Fri. Aug. 31, 2018 at 7:00am until 4:00pm. At 4:00pm all vehicles will be removed from the festival grounds but you may stay in your booth until it opens for sales at 6:00PM on Friday. If you choose not to sell on Friday night you may unload and set up Saturday beginning at 7:00am until 9:00am. Your vehicle will need to be removed from the grounds no later than 9:00am. See Sarah about Friday armband.
9. Each exhibitor will be expected to display with in your own space. Only one exhibitor is allowed per booth. If you desire a different set up you must request that on your application and it has to have special approval. Please bring a curtain/cover for the front of your booth for closing time.
10. Exhibitor will be responsible for managing their own booth, keeping it open for sales during exhibit hours and not closing or leaving early. You may bring tables, chairs, fans etc. but they must stay within your booth space. Westfest does NOT allow nudes or distasteful material to be exhibited or sold at Westfest. Knives will not be for sale by vendors. Each exhibitor is asked to keep your area free of trash.
11. Trademark of the WESTFEST crest is pending. Anyone wanting to use the crest must have written permission from the Westfest Board of Directors.
12. 24-hour security will be provided on Thursday, Aug. 30, 2018 at 6:00PM and will continue throughout the festival. Booths must remain open until at least 10:00pm Fri., Aug 31, 2018, Sat., Sept. 1, 2018 until 11:00, and Sun., Sept. 2, 2018 until 9:00pm. Please allow your booth number to be easily seen. Friday is Optional but highly recommended.
13. Handcrafted artists will have their booth on one side of the big tent which will be named Artists Alley booth spaces 1-40, there will be signs up to indicate this. The vendors that do not have 90% handmade will be in spaces 41-80. Due to supply and demand some overlapping may occur between commercial and handmade vendors. On your application please list ALL items you wish to sell. There must be pictures of these items or a website where they can be viewed. We require 90% of your product to be handmade to be considered an ARTIST. COMMERCIAL VENDORS that represent a company and do not sell an actual product are no longer allowed. Carnival Toys are no longer allowed in the Art & Crafts Tent. WESTFEST, INC. will not be liable for any damage or loss caused by Acts of God or any other causes beyond the reasonable control of Westfest, Inc.
14. As a Westfest exhibitor, you are authorizing Westfest to use your name as well as any photos taken in previous years for advertising purposes related to Westfest.
15. LOAD-OUT or PACK-OUT will be handled by security on Sunday, Sept. 2, 2018 after 9:00pm. You must present to a security officer that you are packed and ready to go. At this time, you will be escorted to get your vehicle and escorted back to load up. Please do not attempt to do this on your own. This is for our festival attendees and your own safety! All Arts & Craft items must be packed and removed on Sunday, September 2, 2018.
16. Vendors selling food items must have a food permit from McLennan County. There will be an inspection and your permit must be displayed. Waco-McLennan County Public Health District phone is 254-750-5464 or you can email them at [ENVHealth@ci.waco.tx.us](mailto:ENVHealth@ci.waco.tx.us)

By adding your signature \_\_\_\_\_ you are stating you read all rules and regulation and will abide by them to the best of your ability.

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## HOLD HARMLESS AND INDEMNITY AGREEMENT

August 31 thru September 2-3, 2018

I, \_\_\_\_\_ (printed name), the Undersigned, binding my heirs, executors, administrators, estate and assigns, do hereby agree to completely and wholly release Indemnify and hold harmless Westfest, Inc. and The City of West, its officers, volunteers, independent contractors and employees for any and all claims, damages, harm, personal injury, including death, property damage including, acts of God, lawsuits and judgments, including court costs, expenses and reasonable attorney's fees, and all other expenses resulting from the activities, programs and events occurring on the above-stated date of the stated festival in West, Texas.

It is the understanding of all parties that this release, indemnity, and hold harmless agreement shall apply whether or not the claims, damages, harm, personal injury including death, property damage, lawsuits, judgments, courts cost, attorney's fees or any other expense arise from the negligence of whatever nature, omissions, willful or intentional acts of the vendors or vendor's officers, agents, employees, independent contractors, other representatives, invites, licensees or guest.

If this vendor is other than an individual, vendor certifies, warrants and represents that the individual whose signature appears below is duly authorized to execute this Agreement on behalf of the firm, corporation, partnership or other entity who is the vendor.

The above-mentioned vendor will read a copy of the Westfest Arts & Crafts rules, retain a copy of said rules and abide by them during Westfest, setup and breakdown.

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