



Vendor Rules and Guidelines

The Hempstead Commerce and Civic Association welcomes your participation as a vendor at the Hempstead Watermelon Festival. Please help us maintain the integrity of this festival by following these rules and guidelines. By submitting your application, you agree to comply with the following:

1. Vendors are no longer required to show proof of commercial general liability policy.
2. A Tax ID or Social Security number is required for all applicants.
3. Sales tax collection and payment are the vendor's responsibility.
4. All vendor booth spaces are approximately 12' wide x 15' deep. **For trailers:** Please include the length of the tongue in the measurements. If longer than 12', you must purchase two spaces.
 - a. **FEES:** Craft — \$100 per booth / Food — \$150 per booth. Money is due before June 30, 2023. After June 30 and NO LATER than July 8, booth prices increase by \$50. The Hempstead Commerce and Civic Association will do its best to accommodate all booth requests. However, booth spaces are assigned at the discretion of the Vendor Committee, and are on a first-come, first-served basis.
 - b. NO ELECTRICITY IS PROVIDED. ALL BOOTHS ARE SELF-SUSTAINED.
 - c. **Food Vendors:** PLEASE MAKE SURE YOU INCLUDE ALL FOOD/DRINK ITEMS TO BE SOLD. NO BOOTH MAY SELL SAME FOOD ITEM (determined by date of approval). ALL FOOD VENDORS MUST HAVE PRICES VISIBLE/BIG ENOUGH TO SEE.
5. ALL items being sold must be listed on your application.
 - a. The Hempstead Commerce and Civic Association has the right to limit the number of same/similar items sold.
 - b. Only one booth per MLM company will be allowed. (i.e. Pampered Chef, Scentsy, Mary Kay, etc.).
 - c. The Hempstead Commerce and Civic Association has the right to refuse distasteful or dangerous items
 - d. NO LIVE ANIMALS (i.e. birds, reptiles or canines).
 - e. NO GUNS, KNIVES or WEAPONS of any kind, including toys or replicas.
 - f. Vendors must provide all furnishings, including tents, tables, chairs, decorations, etc.
6. Booths must check in and be set up by 8:30 a.m., and remain open until 6 p.m.
 - a. Booths not occupied by 8 a.m. may be reassigned by the Vendor Committee.
 - b. If your booth will remain open during the evening entertainment and dance from 6 p.m. to 1 a.m., please note that on your application. You will be placed accordingly. There are limited spots available. You are NOT required to stay until 1 a.m.
 - c. No moving is allowed following set-up without approval from a Vendor Committee chairperson.
7. Vehicles will be allowed in the festival area beginning at 6 a.m., before start of the festival.
 - a. Only one vehicle per booth will be allowed in at a time. Please unload, park your vehicle and then set up your booth.
 - b. Vendor parking will be located at the Waller County Appraisal District.
 - c. No vehicles will be allowed in during festival operating hours.
 - d. No craft vendors or food vendors will be allowed to set up on Friday. You may not check in until Saturday morning at 6 a.m. NO EXCEPTIONS.
8. Lost, stolen or left-behind items are the sole responsibility of the vendor.
9. Vendor applications are accepted online (payment via PayPal), by mail or in person at P.O. Box 16, Hempstead, Texas, 77445. You will receive confirmation once your booth has been approved.
10. Payment must be made with your application. NO money, NO reservation.
11. NO REFUNDS WILL BE MADE FOR ANY REASON.
12. NO FIREWORKS OF ANY KIND ARE ALLOWED IN THE FESTIVAL AREA.
13. Any vendor not adhering to these rules, or being disrespectful or rude to event staff, will be asked to leave without any refund, and may be barred from participating in future Hempstead Commerce and Civic Association events. Please remember this is a family event. Everyone is here to have fun, and our festival workers are volunteers.
14. An application completed online, received by mail or submitted in person constitutes your agreement to abide by these rules and guidelines.