



Founders Day Festival
Rockwall, Texas
May 19, 2018
Arts & Crafts Application
(Please print or type)



City of Rockwall

Dear Founders Day Festival Applicant,

The City of Rockwall invites you to apply to participate in the annual Founders Day Festival on May 19, 2018. This year the Festival will be held at Harry Myers Park (945 E. Washington.)

The following items **must be completed** and enclosed for the application to be considered.

- Completed Application
- Signed Hold Harmless Agreement
- Payment- **\$75 Early Bird or \$100 after March 23, 2018**
- Current photos of your products and the booth you intend to use and your overall display
- Application Deadline is **Saturday, May 5, 2018.**
- Out of respect for the area and other vendors, you will not be permitted to tear down until after 6:00 PM unless given prior authorization from festival staff.

Founders Day Festival is an outdoor event and there are no refunds for inclement weather. It is possible that within the designated area, booths may be set on uneven or sloped surface.

Cancellation Policy:

Cancel on or prior to March 23, 2018 – 100% refund
Cancel after March 23, 2018 – No refund

All cancellations must be sent via email to agamez@rockwall.com or aainsworth@rockwall.com

For vendors that have been selected

- Load-In: Friday, May 18, 2018 (12:00 - 9:00 pm) and Saturday, May 19, 2018 (5:30 - 8:30 am)
- **There will be a \$20 service charge for vendors setting up on Saturday, May 19, 2018-(Payment needs to be included with application)**
- Breakdown: Vendors must be available for breakdown no later than the close of the festival on Saturday, May 19th. No vehicles will be permitted on festival grounds until clearance is given from festival staff. Limited staff availability to help with breakdown.

Please Note

Incomplete forms will not be accepted. Be certain to initial and sign all required spaces.

- Photos with accepted applications become the property of the City of Rockwall.
- Submission of application does not guarantee acceptance or placement.
- No pets are allowed on festival grounds with the exception of service/and or guide dogs.
- No RV's are permitted on premises. No overnight stays are available on festival grounds.
- **Booth spaces will be placed in a first come first serve basis.**

Thank you,
The City of Rockwall Parks and Recreation Department
972-771-7740



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City of Rockwall

| | |
|----------------------------|----------|
| Company Name: | |
| Contact Name: | |
| Mailing Address: | |
| City, State, Zip: | |
| Business Phone: | |
| Cell Phone: | Carrier: |
| Email Address: | |
| Website Address: | |
| Tax Identification Number: | |

For additional information please contact The Center at 972-771-7740.

Check all categories that apply to your items:

- | | | |
|------------------------------------|--|---|
| <input type="checkbox"/> Artwork | <input type="checkbox"/> Children's Clothing/Accessories | <input type="checkbox"/> Fashion and/or Accessories |
| <input type="checkbox"/> Fine Art | <input type="checkbox"/> House Accessories/Décor | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Metalwork | <input type="checkbox"/> Photography | <input type="checkbox"/> Woodwork |

Other: _____

You must enclose a list of items to be sold and a photo of booth setup with the application.

List all Founders Day Festival items that you will be displaying or selling during the festival. Please include any complimentary promotional items. Please include a price range of items being sold. **Only items listed and approved will be permitted in your booth.** Use a separate sheet of paper if necessary.

Fees: No cash will be accepted. Make checks or money orders payable to The City of Rockwall, must be paper clipped (not stapled) to the application. There will be a \$25 charge for all returned checks.

One space (10' x 10') = \$75 Early Bird or \$100 after March 23, 2018

Keep in mind there will be a \$20 service charge for any vendors setting up Saturday, May 19, 2018

Number of 10' x 10' Spaces Needed: _____

Length and description of vehicle and trailer, if applicable, that will be brought on site during vendor setup:

Founders Day Festival Information

Please initial next to each item indicating you have read and understand it.

_____ I authorize Festival Management to share my contact information to anyone inquiring about my product after the festival (**Please initial to confirm**).

_____ **Application Deadline is Saturday, May 5, 2018.**

_____ Founders Day Festival is an outdoor event and there are no refunds for inclement weather.

_____ Founders Day Festival will be held at Harry Myers Park, 945 E. Washington, Rockwall, TX 75087. Vendors could be set up inside the park on grass or on an asphalt parking lot

_____ **Festival Hours:** Saturday, May 19, 2018 from 10:00 am – 9:00 pm.

_____ There will be **NO** electricity available on the festival grounds for vendors.

*If you are providing your own generator contact Andrew Ainsworth, Recreation Superintendent at aainsworth@rockwall.com or 972-771-7740. **Only quiet generators will be accepted (Honda Generators Preferred).** If you're bringing your own generator please see the [Fire Department Requirements Vendor Form](#) for additional information about generator usage.

_____ Water is not available.

_____ If an additional space is added then payment must be made on site.

_____ All Founders Day Festival vendors must provide their own free-standing covered tent, tent weights, supplies and lighting.

_____ Booths may not be anchored or spiked into festival grounds.

_____ All sale and display items must be contained within your assigned space.

_____ We do not offer any vendor exclusivity types.

_____ City of Rockwall Fire Department will inspect vendors prior to show opening (see attached Fire Department Vendor Form).

_____ Setup will take place Friday, May 18, 2018 (12-9 pm) and Saturday, May 19, 2018 (5:30-8:30 am). We highly encourage Friday night setup. Overnight security will be provided. **There will be a \$20 service charge for vendors setting up Saturday, May 19, 2018 which needs to be included with your application.**

_____ Check In: All vendors will check in at Harry Myers Park. The physical address is 945 E. Washington, Rockwall, TX 75087.

_____ **Booth Set Up:** You may not be able to unload right in front of your booth. Additional parking for move in and move out is available in the parking lot at Dobbs Elementary. We encourage you to use that lot during set up and tear down. A shuttle van may be made available for vendors.

_____ All booths must be public ready by 9:30 am on Saturday, May 19, 2018. No cars will be allowed on the festival grounds after 8:00 am on Saturday, May 19, 2018.

_____ **Booth location:** Booth numbers will not be assigned. All booth locations will be assigned by festival staff upon arrival. **Booths may be set on uneven or sloped grass.*

_____ **Breakdown:** Vendors must be available for breakdown no later than the close of the festival on Saturday, May 19, 2018. No vehicles will be permitted on festival grounds until clearance is given from festival staff. Limited staff may be available to assist with breakdown.

_____ No pets are allowed on festival grounds with the exceptions of service and/or guide dogs.

_____ **Cancellation policy:** Cancel on or prior to March 23, 2018 – 100% refund / Cancel after March 23, 2018 – No Refund.

_____ Submission of an application does not guarantee acceptance. Your check will be returned if you are not selected. Selection is based on demand, suitability, and availability. The City of Rockwall reserves the right to refuse any vendor who is not in the best interest of the festival, those who may pose a risk of danger, that may not be safe, that may be harmful or in any way is not in the spirit of the festival.

_____ **Mail Application to:** Founders Day Festival
City of Rockwall Parks & Recreation
385 S. Goliad
Rockwall, TX 75087

My signature acknowledges that I will be present and my booth will be open and staffed during Founders Day Festival. I agree to follow all rules and regulations set forth by festival staff and understand that failure to do so can result in immediate expulsion without refund. I acknowledge that the following are prohibited: pets, illegal substances or weapons on my person or in my booth or vehicle during the festival.

Signature

Date

City of Rockwall Hold Harmless and Indemnity Agreement

Founders Day Festival 2018

I hereby hold the City of Rockwall, its employees, and agents harmless and release same from all liability for any loss which may result from me, my children or anyone in my group participating in the above program, facility rental, classes or activities. (Parent or guardian must sign if participant is under 18 years of age.) The City of Rockwall recommends that each family carry adequate insurance in case of emergency and requires that an adult be present at all times during use of City property. I also give permission for any photographs taken during these activities to be utilized for promotional purposes by the City of Rockwall now and in the future.

Signature

Date