

Load-in:

Friday, September 30, 2016, 1p.m. to 4:30 p.m.

Saturday, October 1, 2016 8a.m. to 9:30 a.m.

All booths open for business by 9:45!**Festival hours open to the public.**

Friday, September 30, 2016, 5:00 p.m. to 10:00 p.m.

Saturday, October 1, 2016 10 a.m. to 7:00 p.m.

This is a rain of shine event. No Refunds.**Vendor Information and Release Form**

Please read the following information carefully. Contact us after you have read this information if you still have questions. A signed release form (attached) along with payment must be received by web or hard copy for your space to be reserved. **SPACE WILL NOT BE HELD WITHOUT PAYMENT OF FEES!**

LOCATION

Centennial Plaza • Attendance averages 30,000+ • 10 x 10 White Frame Tents provided • New marketing and decorations • Friday Night features: Live Music, Performances, and Food • Professional Chalk Artists

Chalk Walk & Arts Festival Vendor Fees**NO DRINKS OR CHALK ALLOWED****(RRA reserves the sole right to distribute these items unless approved otherwise in writing)**

Register by:	Early Bird Before 6/30	By 8/31	Late (if space is available)
Commercial	\$400	\$500	\$6
Food Vendors*	\$400	\$500	\$600
Artist Booths	\$200	\$300	\$400
Nonprofits	\$150	\$200	\$300
Extra Charges:			
Electrical	\$30	\$60	\$120
Specialty/Requested Spots	\$30	\$60	\$120
Change Requests	\$50	\$100	\$100

Requirements:

- Application (on line)
- Booth fee
- Release Form- All Vendors
- Food: Permit copy turned in day of event
- Some: Insurance (rides, animals, etc.)

*Responsible for permitting with Wilco Health

Commercial: Any product or service company

Artist Booths: Handmade materials made by an artist or crafter.

Electrical: 110 amp available. Please let us know if you need something different and we will see if we can accommodate. Additional fees may apply for specialty electric.

Specialty and Requested Spots: locations that have more than one side, corner spot, or high traffic location as deemed by RRA. Also includes any specific spot or booth number you request.

The Preliminary Details

Booth Information

- Booth spaces are 10x10. Vendors must stay within the perimeters of the assigned booth and avoid interference with other booth spaces.
- There are no guaranteed space locations UNLESS YOU HAVE PAID FOR A SPECIALTY SPOT which we have confirmed with you by email once we receive payment for the spot. All other locations are subject to change.
- **Please do not ask to be moved once you arrive to the location.**
- Payment is due within seven (7) days of filing an application. Booth space is not assigned until the application is received.
- Vendors must provide their own tables, chairs, extension cords, equipment, and staffing. Each vendor will be responsible for assuring safety and security in and around their booth in a manner that minimizes risk or hazards to the public (e.g. grills and appliances attended, extension cords not tripping hazards (bring tape).
- Vendor's space is on pavement with limited electrical hookups available (extra fees will apply).
- You may not give, sell, or lend your booth space to anyone else without written permission from Chalk Walk Event Coordinators.
- This is a rain or shine event.
- No Refunds.

Vendor Guidelines

- **NO CHALK.** Please do not bring your own chalk to the event.
- **All items must be APPROVED in the application.** RRA (Round Rock Arts) reserves the right to reject those applications not in good taste. Applications lacking a detailed list will be denied.
- Vendors may not sell items deemed inappropriate by RRA.
- RRAC reserves the right to deny participation to any organization/sponsor.
- Please submit a jpeg photo of products, services, or art to be in your booth.
- Amplified sound/music may not be broadcast from booths at any time.
- Whisper quiet (only) generators are allowed; and must be noted on the application.
- Vendors are responsible for keeping their booths neat and presentable at all times. All stock, boxes and personal items must be kept out of sight.
- Vendors are responsible for keeping their booth area clean during and after tear down. Vendors are responsible for any damage to exhibit grounds.
- All themes, content decoration, etc. of each booth is subject to prior approval by RRA.
- Festival is held rain or shine. Vendors will be expected to participate regardless of weather conditions. Rain plan: We have ample indoor area to move to if needed.

Items prohibited

- Chalk
- Silly string
- Water balloons
- Handing out literature. Providing information at your booth is allowed. This is intended for those who want to hand out items beyond your booth. They need to come up to your booth.
- Pets (unless approved by the city as assistance animals).
- Smoking and tobacco use is prohibited in vendor booths and festival grounds.

Sales Tax

Sales tax must be collected and reported to the Comptrollers office; this is required by state law and is the vendor's responsibility. For information on obtaining a Texas sales tax permit, please contact the Comptrollers' office or call (512)463-4600 in Austin. We are not qualified to counsel you on tax information.

Food Vendors

All food vendors must obtain a temporary food permit from the Williamson County and Cities Health Department. Forms are available at <http://www.wcchd.org> . Permit fee is \$35.

Safety

All vendors are encouraged to be safe and encourage a positive and family friendly attitude.

- Please issues should be reported to those wearing an EVENT staff shirt.
- RRA is not responsible for any lost, damaged, or stolen property.
- There is a first aid station at the Baca center

The Days of the Event— Setup

- If possible, we will get the locations out the week of the event.
- Please bring wheeled carts for load in/out.
- Only approved vehicles can stay in festival limits. Please unload and park out of festival boundaries. If you need access to your vehicle (for fresh food or other perishables, note that on your application and we will do our best to get you an assigned spot. **DO NOT BRING A VEHICAL ON THE FESTIVAL GROUNDS WITHOUT AN EVENT STAFF ASSISTANCE AND PRIOR APPROVAL. ANYONE WHO DOES WILL BE ASKED TO LEAVE AND FOREFIT THEIR VENDOR FEE.**

PLEASE RESPECT THE ARTIST WORK ON THE STREET. IF YOU RUN OVER ARTIST WORK ON THE STREETS YOU WILL BE ASKED TO LEAVE AND WILL PAY FOR DAMAGES.

Friday

Load-in on [Friday, September 30th](#), is 1 p.m. to 4:30 p.m. (includes those finishing set up on Saturday) • **Vendors that move event boundaries without Event Staff assistance will be asked to leave. This is a safety issue.** • We would like everyone to participate during Friday's events. If that does not work for you please notify us for an exception so we can plan traffic flow and booth space accordingly. • You may leave products, displays, trailers, etc. up inside the festival boundaries at your own risk. • We will have overnight watch but you are ultimately responsible for your items.

Saturday

Completion of set up on Saturday, must be done by 9:45 a.m. THE EVENT STARTS AT 10:00 AM • All trailers need to be brought in Friday evening or between 7am-8am on Saturday morning. Please notify event staff on the application if you are bringing a trailer. • You may leave your trailers overnight at your own risk. Minimal security is provided. • Vendors setting up on Saturday will pick up confirmed space assignment on Saturday morning.

Parking/Loading Vehicles cannot block emergency access at any time. • We will have a loading/unloading area designated and a map sent the week of the event. • Once unloading is complete ALL vehicles must be moved to a legal parking space (parking is available at the parking garage or nearby side streets outside the street closure area). • Vendors are encouraged to park in the parking garage. • **No vehicles or trailers are allowed to park inside of event grounds unless APPROVED or directed to by Event Staff. Please note on your application if this is a need (for example, a refrigerated truck is needed for keeping food cold).** • Please be patient at check in time, we will get to your request/needs as soon as possible. Remember this is an all-volunteer nonprofit hosting the event and we do our best to get to help you as quickly as possible. **Tear Down Takes Place 7:00 PM Saturday- No Earlier**

Events on Saturday end at 7pm. Vendors are not allowed to break down prior to 7pm. **DO NOT OPEN THE BARRICADES AND ENTER THE FESTIVAL** unless assisted by event staff. We will be using the same loading area as set up indicated on map.

All vendors are responsible for cleaning up their booth areas before leaving the event grounds regardless who created the mess in the booth area. Failure to do so will result in FINES. Clean up includes removing food items, chalk, tape, paper, garbage, blocks, rocks, etc.

Other

- **No refunds.** Booths may be exchanged with like vendors but must be approved by the Event Coordinators.
- Any artist or participant not following these guidelines will be asked to forfeit his or her booth space. No refund of booth fees will be made.
- Want your name announced on our main stage before the headliner? If so, you can donate an item to the door prize drawing. Please leave it with the check-in person, bring it to the ArtSpace prior to the event. Please mark it DOOR Prize so the volunteer knows what to do with it and make sure your business card is on it!
- Volunteers and Event Coordinators will have EVENT chalk walk shirts on.
- Food and drink will be available for purchase
- Restrooms will be on festival grounds
- This is a rain or shine event.

Marketing: Let everyone know!

- We will email a festival flier closer to the event. Please pass it along to friends, family, etc.
- Post this event on your Facebook page and bring people to see your booth!
- Go to our Facebook page, like it, invite friends and Facebook followers, post photos, etc.
- Look in Community Impact and share it with your friends!

Release

I - **Agreement** In consideration of the opportunity to display my work, products, or services to the public, and other good and valuable consideration the adequacy and sufficiency of which is hereby acknowledged, I, the undersigned, hereby agree that by submitting to participate in the Round Rock Chalk Walk, I am agreeing to the terms outlined in this document. This is a rain of shine event. No refunds.

I acknowledge that RRA reserves the right to accept or deny any submission with or without cause. I further agree to grant RRA permission to publish in all media my name, artwork, and location for use in marketing through press releases in print, television, and the internet. I further agree to allow the RRA to release such information to other persons and entities. I acknowledge that I have read and understand all terms contained in this waiver and agree to be bound by its terms.

II – **Waiver of Liability** RRA will not assume any responsibility for loss or damage. RRA strongly suggests that all exhibitors carry their own personal property insurance.

III – **Sale of Exhibit Items** The sale of any exhibited items or services at the festival is between the seller and the individual buyer. The RRA is not responsible for the promotion of sales. By signing this application form or signing in at the festival (therefore receiving and reading this agreement), Applicant agrees that Round Rock Chalk Walk Festival reserves the right to determine the type of arts, crafts, sponsors and vendors that can be displayed during the festival.

I agree to abide by all the rules set forth in this application for the:

Round Rock Chalk Walk Festival, September 30 - October 1, 2016, Centennial Park

I understand the above requirements and will abide by them.

Name _____ Date _____

Signature _____

Business name: _____ Phone Number: _____

Email _____

Reminder: Booth space is not assigned until payment is received. Payment is expected within one week of filing an application.

www.roundrockarts.org Hand deliver this page to: ArtSpace 231 Main St. Round Rock Tx 78664, or Mail this page to: RRAAC PO Box 5981, Round Rock Texas 78683 , or Email this page to: roundrockarts@gmail.com