



P.O. Box 572 • 1115 Angelo Street • Castroville, Texas 78009
PHONE (830) 538-3142 • TOLL-FREE 800-778-6775 • FAX (830) 538-3295 • EMAIL chamber@castroville.com

Castroville's 28th Annual Old Fashion Christmas
Friday & Saturday, December 2 & 3, 2011
6-10pm Friday & 9am – 4pm Saturday

Greetings,

Back by popular demand, Castroville's 28th Annual "Old Fashion Christmas" will once again be a two-day event to be held on Friday and Saturday, December 2 & 3, 2011. We are now accepting vendor applications and assigning spaces for those on the waiting list.

We are happy to report that last year's two-day event was a huge success so we have brought it back this year. Vendors have the option to sign up for a booth space on Friday night as well as Saturday. If you sign up for Friday, you will have the same booth space for both Friday and Saturday. Those wanting a space both Friday and Saturday will pay a total fee of \$95. Those only wanting a space for Saturday will pay \$70. Limited electricity will be provided for Friday night vendors and you will only be provided with one plug per booth and only one or two lights to light up your booth. The square will be lit with large light poles and Christmas lights so lighting should not be a big issue. We will have a walking parade on Friday that will weave down Fiorella & Paris Streets to Houston Square and end with a lighting ceremony on the square. We will be sending out flyers and marketing packets to vendors, hotels, newspapers and other outlets to let as many people as possible know about this huge two-day event.

Enclosed you will find the application and list of rules. Please read all rules and regulations as some have changed due to the two-day event. Those not following the rules will have their booth shut down. All applicants must complete an application. All applications will be screened for quality and appropriateness of the products being offered for sale and we have the right to decline participation to any vendor. We also limit the number of vendors offering the same or very similar products. **Mail your completed application, check or money order, self-addressed stamped business-size (#10) envelope, 2 photos of items to be sold and a copy of your Sales Tax Certificate to:**

Old Fashion Christmas
Castroville Area Chamber of Commerce
P.O. Box 572
Castroville, TX 78009

If you are a food vendor or a craft vendor who sells any type of food, you will be responsible for obtaining a Medina County Food Establishment Permit (Medina County Health Dept. (830) 741-6195). If you are a non-profit, you are exempt from the fee, but must have a Health Certificate. We have enclosed a form for your convenience. Please include the \$30 food permit fee with your application. **Please keep this letter and a copy of your application and rules for your records.**

Let's all work together to make this the biggest and best Old Fashion Christmas ever!

Sincerely,

Ashlee Bates
ashlee@castroville.com

Enclosures



CASTROVILLE'S OLD FASHION CHRISTMAS 2011 RULES AND REGULATIONS

- Booth rental fee for Saturday is **\$60** until Nov. 1, 2011. After that date, the fee will be \$70.00. Non-Profit organizations will be charged **\$50** until Nov. 1, 2011, after then the fee will be increased to \$60.00. Booth rental fee for Friday Night is **\$25** (Friday night is optional). **NO APPLICATIONS WILL BE ACCEPTED AFTER NOVEMBER 21, 2011.** There will be absolutely no refunds of application fee if you cannot attend. Applications will be processed in the order they are received.
- All applications will be screened for quality and appropriateness of the products to be offered for sale and the Chamber has the right to decline participation to any vendor. We also limit the number of vendors offering the same or very similar products.
- Returning vendors will be assigned the same location if it is noted on your application and received by September 1, 2011. After that date, we cannot guarantee the same spot. Only **COMPLETED** applications will be considered. Exact description of merchandise is essential – as are 2 photos representing your wares. **ONE SELF ADDRESSED BUSINESS-SIZE (#10) STAMPED ENVELOPE FOR RETURN OF ACCEPTED CONTRACT SHOULD BE INCLUDED WITH THE INITIAL CONTRACT.** Photos will not be returned.
- Vendors must furnish their own tables, chairs, decorations and coverings in case of inclement weather. No stakes can be used in the set up of your booth. Canopies must be sufficiently weighted to prevent them from blowing over. Booth must not crowd another vendor's space.
- Booths participating in Friday night can start setting up at 3pm on Friday. Security will be provided to protect your booth and merchandise overnight. Booths for Saturday may set up beginning at 6am on Saturday morning.
- Booths must remain open from 6-10pm on Friday night (for those setting up Friday night) and 9am-4pm on Saturday.
- All vehicles must be cleared from the square and surrounding streets by 5pm on Friday and 8am on Saturday. You must be set up at least a 1/2 hour prior to the advertised time of opening on both days. Vendor parking will be in the City Lot on Paris Street and behind City Hall on Isabella Street. **No parking is allowing on the streets surrounding the Square.** (Map will be provided with accepted contract).
- **LIMITED ELECTRICAL OUTLETS ARE AVAILABLE ON HOUSTON SQUARE.** Friday night booths will be furnished with electricity, but must let us know ahead of time. To ensure we do not blow the breakers, only one plug per vendor booth will be provided and limit your lighting to one or two lights. Gas generators are only allowed for food vendors, but must not be loud enough to interfere with neighboring vendors.
- All cooking food booths will be on the west side of the square and separated from craft/commercial vendors as much as possible. **ELECTRICITY WILL BE AVAILABLE.** All food booths must have a food service permit on display and must comply with Texas Department of Health rules & regulations. Forms for the certificate are available through the Chamber or the local Medina County Office (830) 741-6195. Non-profits are exempt from the fee but must still have a Health Certificate posted.
- Selling of raffle tickets and gambling will not be allowed. There is absolutely no selling of alcoholic beverages or firearms. Violators will be asked to leave the area and will not be allowed to participate.
- Immediately after 4pm on Saturday you may start disassembling your booth. Please be respectful of others and not let your vehicles idle while packing up. **PLEASE CLEAN YOUR AREA OF ANY TRASH.** Large trash bins will be available throughout the square.
- Each vendor is responsible for collecting and reporting sales tax. A Texas Sales Tax permit may be obtained by calling or writing: State Comptroller of Public Accounts, 9514 Console, Suite 102, San Antonio, TX 78229. (210) 616-0067. Or go online to www.window.state.tx.us/taxpermit/. **The State Comptroller may be checking your booth the day of the event.** We need a copy of your certificate so it can be sent to their office for verification.
- The Old Fashion Christmas Committee shall be the final authority on interpretation of the rules and regulations.

Waiting List Application

P.O. Box 572
Castroville, Texas 78009



(830) 538-3142
Fax (830) 538-3295

**Castroville's 28th Annual Old Fashion Christmas
December 2 & 3, 2011
Vendor Application**

Business or Organization: _____

Contact: _____

Address: _____ Home #: _____

City, State, Zip: _____ Cell #: _____

E-mail: _____

Booth Type: (check a box) Food Craft Commercial Other

I Request (check one box) 1 booth space or 2 booth space (Single booth size approximately 12' x 12')

Saturday Booth Location: **\$70 per booth space** **\$60 for non-profits**

Friday Night Booth Spot (Optional): **\$25 per booth space** (check a box) Yes No

(If you choose to come Friday night, you will have the same booth location for both Friday and Saturday)

Total Fee Enclosed: \$_____ (Both Friday and Saturday would be \$95 or \$85 for non-profits for one booth)

Description of products to be sold: **Please enclose two (2) different photos of items to be sold:**

*****If you have any special needs, please note them on the application or separate sheet of paper.**

State Sales Tax Permit #: _____ (must attach copy to application to be assigned a space)

I understand that the Castroville Area Chamber of Commerce and the Old Fashion Christmas Committee shall not be liable or responsible for any and all claims or damages of any kind; for injury to or death of any person or persons, and for damage to or loss of property arising out of or attributed, directly or indirectly, to the operation or performance of the undersigned. I also recognize and agree that the Chamber and OFC Committee and its representatives are in no way responsible for any action of vendors or their helpers or employees. I have read and I understand and accept all provisions of this letter of agreement and rules and regulations and will abide by all requirements of the Castroville Area Chamber of Commerce.

Vendor Signature

Date

VENDOR CHECKLIST:

- ___ Completed and **Signed** Application
- ___ Check or money order for booth fee
- ___ 2 photos of items to be sold
- ___ Self-addressed **business sized** stamped envelope
- ___ Copy of Sales Tax Certificate
- ___ Food Vendors – Health permit form & appropriate fee

COMMITTEE CHECKLIST:

- (For Office Use Only)
- Date received: _____
- Amt Paid: _____ Ck # _____
- Accepted _____ Rejected _____
- Assigned Booth#(s) _____
- Date informed/ck returned _____