



CASTROVILLE'S OLD FASHION CHRISTMAS 2016
RULES AND REGULATIONS

- **ALL ITEMS ON CHECKLIST MUST BE INCLUDED FOR ACCEPTANCE OF APPLICATION.** *Any applications received after November 15th will have a late fee of \$25.00 added.* 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. Photos may be emailed. *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 have the right to limit the number of vendors offering the same or very similar products. We will be screening past vendors as well.
- 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 6-10 pm 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. **No parking is allowing on the streets surrounding the Square.** MAP FOR VENDOR PARKING AND PARKING PERMIT TO BE INCLUDED IN MAILOUT AFTER ACCEPTANCE OF APPLICATION. One parking permit per booth.
- **LIMITED ELECTRICAL OUTLETS ARE AVAILABLE ON HOUSTON SQUARE.** **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.** Please no electric fans or other type items. If cold...propane heaters.
- All cooking food booths will be on the west side of the square and separated from craft/commercial vendors as much as possible. **ONLY GENERATOR OR GAS COOKING. NO ELECTRIC WARMERS ETC ARE ALLOWED.** **Minimal Electricity will be available for lights ONLY.** Those found breaking these rules will be asked to leave. 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.**