



MINGLE & JINGLE 2019

Saturday, November 30, 2019

6:00p.m. – 9:00 p.m.

VENDOR & CONCESSION RULES & REGULATIONS

The Kilgore Main Street Committee will review each vendor application to ensure that there is a high standard of vendor products on offer, that relate to Christmas and the holiday season. We are specifically looking for decorative Christmas and holiday items, one of a kind handmade items, unique holiday gift items etc. We will not be accepting any brand consultants or distributors. The Committee will then vote to accept or decline the application. While we tend to accept vendors on a first-come-first-accept, we do take into account unique offers and attempt to minimize duplication of vendor merchandise. Therefore, it is very important that when you send your application, you include photos and a clear description of your merchandise.

VENDOR RULES

VENDOR APPLICATION

Kilgore Main Street reserves the right to refuse any vendor applications for any reason. Kilgore Main Street will approve vendor applications based on quality and variety, you will be notified within seven days of receiving if you have been approved or denied. Vendors should limit their merchandise to holiday decor, crafts, "stocking stuffer" bundles, or gifts.

BOOTH SPACE

All booth spaces are roughly 10' by 10' and are located outdoors along N Kilgore St and E Main St. Tables, chairs, canopies, and extension cords are not provided and are the sole responsibility of the vendor. Each vendor is responsible for their own set up and tear down, City of Kilgore staff and volunteers are not responsible for assisting in setup. Location requests will be reviewed, but are not guaranteed.

FEES

There is a \$40 application fee per vendor to set up for our Mingle & Jingle event. A limited number of spaces have electrical outlets for an additional \$10. City of Kilgore accepts cash, check, or credit card. Checks may be made payable to Kilgore Main Street.

SET UP

Vendors are responsible for their own tables, chairs, canopies, and extension cords. All vendors must be set up and ready to sell by 6p.m. Late set up is not allowed and vendors who have not arrived and checked in by 5p.m. will not be allowed to set up. You may unload/load directly in front of your vendor spot, however **ALL VEHICLES MUST BE MOVED FROM EVENT AREA** no later than 5:30 p.m.

EXHIBITOR MOVE IN/OUT DATES AND TIMES

- Move in of Exhibits: Saturday, November 30, 2019 from **3p.m. to 5:30p.m.**
All vehicles must be removed from festival area by 5:30p.m.

- Move out of Exhibits: Saturday, November 30, 2019 from **9p.m. to 11p.m.**
Vehicles are not authorized in the event area until event attendees leave.

All exhibitors must check-in at the information booth upon arriving at the event. Move in directions will be given to you at that time.

UTILITY HOOK-UPS

- Electric hook-ups are limited and must be noted on the application. Guaranteed electric hook up is available for an additional \$10 fee.

LIABILITY

- The City of Kilgore disclaims liability for damages or losses due to fire, theft, accident, vandalism or other causes. The City of Kilgore will not be responsible for electrical or other related failures. Exhibitors wishing to insure their goods must do so at their own expense. The exhibitor shall at all times protect, indemnify, save and hold harmless the City of Kilgore against any and all loss, damage, liability or expense occurring out of any incidence which arises out of exhibitor's occupancy and use of the festival premises during or subsequent to the period of the exhibition.

CONTRACT

- The contract for exhibit space, the assignment of space and full payment of rental charges constitutes the entire contract for the right to use exhibit space. **Payment for space and a signed application is required before booth assignments are confirmed.** Choice of location will be given when possible, but the right is reserved to adjust the exhibit layout for the good of all exhibitors.
- No vendor will be allowed to give away free food or drink, samples are allowed. Concession vendors have purchased booth space and sell food/beverage. Any vendor wishing to sell food or beverages must be approved as a concession vendor by the City of Kilgore Main Street.
- Vendors will occupy the booth space for the duration of the event (6p.m.-9p.m.) and only begin to move out at 9p.m.
- This is a rain or shine event, all fees are non-refundable regardless of circumstances.

ACCEPTANCE

- An authorized signature on the official contract indicates the exhibitor has read, understands and agrees to abide by the rules, regulations and restrictions outlined in the contract.

SOLICITATION

- No person or persons, other than exhibitors, will be permitted to conduct business at the festival without the expressed permission the City of Kilgore Main Street.

SALES TAX

- Vendors are responsible for the remittance of Sales tax to the State of Texas.

***City of Kilgore
Kilgore Main Street
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