

# The 11th Annual Historic Handley Street Fest - 2009

Saturday, October 10, 2009 ... 10:30 am till 10:30 pm

## Handley Street Vendor Booth Space Reservation Form

Applications Due September 1, 2009

(all Forms submitted after this date **will incur** an additional \$25 Late Registration Fee)

Contact Person \_\_\_\_\_ Organization \_\_\_\_\_

Is the organization a school or church? Yes  No  (Churches & Schools receive 10% discount.)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Best Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email \_\_\_\_\_

Preferred method of contact for:

Invoicing: Email  Mail

Festival: News Email  Mail

10' x 10' Vendor Booth Space—\$150 ea...Electrical Outlet Access—\$35 ea

Booth Spaces x \_\_\_\_\_; Electrical Outlet Access x \_\_\_\_\_; Preferred Location \_\_\_\_\_

What type of product or service will you offer (be specific)? \_\_\_\_\_

***You cannot add to or change your product or service without prior approval!***

**Attention ALL Food Vendors:** you must obtain all required permits and remit copies to us. Each vendor is entirely responsible for their own permits. If you do not have the required permits, you will not be allowed to set up! **Handley Festival Event and Food Permits do not cover your booth space!**

Do you use anything in your booth which might affect neighboring booths? If yes, please explain \_\_\_\_\_

Remit this form ASAP to reserve your space! Applications are due by 9/1/09 and monies are due no later than 10/1/09. Carefully review the attached Festival Guidelines and Regulations. For general information please call Lloyd Jones at 817-975-2472 or Mike Harrison at 817-429-1642. Direct vendor location & other's product/service listing inquiries to Lloyd. Direct forms/invoicing inquiries to Lynne Moninger at 817-313-4782. Please fax your completed form to 817-451-0200 or mail to The Historic Handley Development Corp., PO Box 8189, Fort Worth, TX 76124. **Make checks payable to The Historic Handley Development Corporation.**

**Statement of release: I have read the rules and regulations of The Historic Handley Street Festival and agree to abide by the established rules. I understand that if I do not adhere to the rules and regulations, I will be asked to remove all merchandise and a refund will not be issued. I hereby release The Historic Handley Development Corporation from all responsibility and liability in the event of personal injury, accident, damage or theft of merchandise.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

# The 11th Annual - 2009 Historic Handley Street Fest & Car Show

## ABOUT THE FESTIVAL

- Festival is Saturday, October 10, 2009 from 10:30 AM to 10:30 PM and will be on Handley Drive at East Lancaster.
- Admission to the festival is free and we have plenty of free parking.
- More than 130,000 people have attended the previous festivals and we expect an attendance of more than 25,000 at the 2009 festival.
- The 2008 Festival was expanded to accommodate more events, more vendor booth spaces, more artist's booths and more car show entries and we added a new Children's Area. We intend to make 2009 even bigger again!
- We plan to have a similar line up of major attractions including the Main Entertainment Stage, Children's Stage and Area, Art Show, Car Show, Hound Costume Show, our Greyhound Mascots, and contributions from the Fort Worth Fire Department and East Fort Worth Police.
- The Handley Community welcomes our friends and neighbors to participate in the festival and have fun, enjoy great festival food and fine family entertainment.

## ABOUT THE HANDLEY STREET VENDOR'S AREA

- Booth spaces are \$150 for a 10' x 10' space. Electricity is available for an additional \$35 per outlet. Submit your form no later than September 1, 2009. A Late Registration fee of \$25 will be added if your application is submitted after this date.
- We will be redesigning the Handley St. booth layout and this may necessitate some minor changes in the positioning of specific vendors.
- When filling out the form, you designate your product or service, we will approve this or disapprove it depending on what others are offering. You may not add to or change your offering without prior approval. You may call Lloyd Jones to discuss what others have already signed up to sell. If on the day of the festival you attempt to sell a product or offer a service not on your application, we reserve the right to require you to stop selling or offering that service.
- Make checks payable to The Historic Handley Development Corporation. **Payments are due no later than October 1, 2009.** If you have not paid by this time, you may lose your space and/or your favorite location.
- Booth space set-up on festival day will be from 6:30 AM to 10:00 AM and no vehicles will be allowed in the festival area after 10:00 AM.
- Festival starts promptly at 10:30 AM. **Vendors set up south of Church will not be allowed to tear down prior to 10:30 PM.** Vendors set up north of Church will be allowed to tear down after 6:30 PM.

Rules and Guidelines for the Festival following...

# Historic Handley Street Fest & Car Show

## Rules and Regulations

- **All vendors must check-in prior to unloading.** This is a legal requirement. Vendor check-in and set-up time is from 6:30 AM to 10:00 AM. All vehicles must be out by 10:00 AM. Bring in your vehicle, unload, **remove your vehicle before you set up** — this should take no more than 15 minutes! After you have removed your vehicle, come back and set up your booth.
- Vendors who have not checked in by 10:00 AM will be considered "no shows" and refunds will not be issued.
- The festival will start promptly at 10:30 AM. No vendor on Handley Dr. south of Church St. will be permitted to tear down until after 10:30 PM. Vendors north of Church St. may tear down after 6:30 PM.
- **Food & Beverage Vendors must have proper health permits.** All food handlers must individually comply with applicable health and safety regulations. The Historic Handley Development Corporation and The Handley Street Festival Event and Food Permits do not cover your booth! If you do not have the required permits and/or have not met the requirements for those permits, **you will be shut down!** No refunds will be issued.
- In case of severe or hazardous weather or any other act of God, there will be no reimbursement of vendor booth space fees. There is no rain date. The Historic Handley Development Corporation is a 501(c)(3) non-profit corporation. If cancellation occurs, your fees are considered to be a donation to the corporation and are generally tax deductible.
- Vendors are responsible for providing their own tent, tables, chairs, fire extinguishers, 100' outdoor heavy-duty extension cord, lighting fixtures, food permits, etc.
- Festival officials shall designate selling areas and each vendor shall sell and display within the confines of his or her designated area only. Each vendor will be responsible for his or her own trash cleanup at the end of the day. There is to be absolutely no dumping of grease or other food waste products on the street or ground.
- The Historic Handley Development Corporation reserves the right to restrict the sale, display, or distribution of any printed materials, photographs, books, magazines, pictures, paraphernalia or other representations as the Festival Committee determines.
- The Historic Handley Development Corporation and its officials reserve the right to refuse admission to any vendor.
- The Historic Handley Development Corporation cannot be ultimately responsible for the Vendor's property. The Historic Handley Development Corporation is not responsible for any property left unattended. All Vendors are responsible for the proper insurance and protection of their property.
- It is agreed that Exhibitor will indemnify The Historic Handley Development Corporation and save them harmless from and against any and all claims, damages, actions, liability and expense in connection with loss of life, personal injury and/or damage to property arising from or out of the occupancy by Exhibitor of the premises or any part thereof of the Festival grounds, property, or occasioned wholly or in part by any act or omission of Exhibitor, its agents, contractors or employees.
- Any returned checks will incur a fee in the amount of \$30.00.