

CENTRAL TEXAS AIRFEST

2024 ARTS & CRAFTS/OTHER VENDOR INFORMATION

DEADLINE: Applications must be submitted online by 5:00 pm on **Monday, April 8, 2024.**

Applications for arts & crafts vendors are now being accepted for the Central Texas Airfest! Vendors must review the **MANDATORY RULES AND REGULATIONS** prior to submitting your online application as you will be responsible for all information contained therein. This year's event will be held the third weekend in May (May 17th-19th) at the Draughon-Miller Central Texas Regional Airport and we would love for you to join us!

Experience the thrill at the Central Texas Airfest in Temple! Join us for an action-packed weekend featuring aerial feats by industry experts. From vintage classics to cutting-edge aircraft, enjoy a diverse display in a family-friendly atmosphere. The excitement begins on Friday night with a live concert and an enchanting drone show illuminating the sky. Throughout the weekend, indulge in food trucks, vendor booths, a kid zone, airplane static displays, and live aeronautical performances. Join us for an unforgettable celebration of aviation and family fun at the Central Texas Airfest!

WHERE: **Draughon-Miller Central Texas Regional Airport**, 7720 Airport Road, Temple, TX 76502

WHEN: **Friday May 17th-Sunday May 19th, 2024 ***

(Vendor sales and setup are for Saturday May 18th and Sunday May 19th)

VENDOR SPACE: Booth space is limited to a **single 10 x 10 booth**. **If you require a larger space (Example: 10 x 20) then you would need to purchase additional space.** Vendors must be able to secure booth merchandise in case of rainy or windy conditions. All items sold or displayed must be contained within booth space. Vendors are responsible for providing all required equipment needed, including tables, chairs, displays tents, etc.

FEES: (see page 4 for eligibility rules)

Non-Profit \$75.00

Arts & Crafts \$100.00

Home Based \$225

Airfest Sponsor Ask for Pricing*

***Corporate vendors of products and/or professional services are admitted to the Airfest as official sponsors only.**

*Sponsorship is an excellent way to enhance participation and boost visibility to businesses, as well as help support an important community tradition. **Sponsors contributing \$250** or more will receive a complimentary booth space. Sponsors are allowed to promote items that may or may not be handmade. To learn more about becoming an event sponsor, contact Sponsorship Coordinator, Holly Leiferman, at hleiferman@templetx.gov

ELECTRICITY: Outside generators maybe allowed but must be previously approved by vendor coordinator.

WEATHER: The event will go on rain or shine! This is an outdoor event; be prepared for any type of weather. The safety of our vendors, visitors, and staff are top priority. **Booths and merchandise must be secured to withstand inclement weather.** The weather will be monitored throughout the event, and we will notify vendors of important weather-related information as needed.

CERTIFICATE OF INSURANCE: Vendors must furnish EVENT MANAGEMENT/CITY OF TEMPLE with a Certificate of Insurance with general liability coverage of not less than \$1,000,000 and will name the City of Temple as an "additional insured" with Downtown Temple as the premises for the event. If VENDOR does not carry insurance,

then the AFFIRMATION AND LIABILITY RELEASE must be completed and signed by the VENDOR in lieu of a Certificate of Insurance. ALL VENDORS agree to indemnify and hold harmless the Central Texas Airfest event and the City of Temple, its officers, agents, directors, employees and assigns from any and all claims arising from any act or omission of the Vendor. **Certificate of Insurance and/or AFFIRMATION AND LIABILITY RELEASE must be provided before set-up.**

REQUIREMENTS: Vendors must remain open until the close of the event, even if vendor sells out. Leaving early makes the event look in disarray. **Vendors who leave early will not be invited to participate the following year.** Your booth must be neat, attractive, and well-maintained throughout the event. Signage with visible and clear pricing is required. You are responsible for setting up, maintaining, and removing your own booth, merchandise, and trash.

GENERAL INFORMATION

This document contains pertinent **RULES AND REGULATIONS** that govern the operations of the Central Texas Airfest. We are extending invitations to vendors who submit fully executed applications with required enclosures and payments by the **Monday, April 08, 2024**, deadline.

The Central Texas Airfest strives to maintain a balance and diversity in vendor offerings, and quality offerings. Applications and products are reviewed to maintain this balance. Our goal is to keep standards high and promote a safe, successful, and fun event. **RULES AND REGULATIONS** set forth in this document are designed to maintain order and to regulate activities on the event site.

RULES AND REGULATIONS

1. The City of Temple does not guarantee vendor sales.
2. Vendors, their staff, employees, and agents must comply with all vendor policies, fire codes, laws, ordinances, and regulations pertinent to health, fire prevention and public safety. Failure to comply may result in expulsion from the event without a refund.
3. A limited number of vendors in each category will be accepted to the event. Decisions are at the sole discretion of the City and based on, but not limited to the best interest of the event. The event reserves the right to admit duplicate businesses based on the event needs and size. Exclusivity may be extended at the event's discretion.
4. All location placements will be at the sole discretion of City of Temple staff. **WE ABSOLUTELY CANNOT GUARANTEE BOOTH SPACE LOCATIONS.** Use of City of Temple property is strictly limited to assigned location.
5. Any product not specified in the application will not be allowed at the event. Unapproved items must be removed from the vendor booth when asked by City of Temple Staff. Failure to abide will result in expulsion to the event in future years.
6. Vendor agrees to allow the City of Temple to photograph booth spaces and products during the event for no additional compensation. Photos and video taken may be used in future City of Temple promotions.
7. **Prohibited Items:** Drawings or raffles shall not be allowed. No political party booths. Vendors shall not sell or give away drug paraphernalia, firecrackers, smoke bombs, stink bombs, laser items, knives/swords, brass knuckles, guns, sprays, stun-guns, any weapon related item, or any other items deemed as undesirable by

the Centra Texas Airfest.

8. The use of amplified public address systems/stereos/radios is prohibited.
9. Selling/promotion of merchandise is restricted to the vendor's booth area only. You may not solicit merchandise in any other area of the event fields.
10. City of Temple reserves the right to refuse any application. **Submission of an application does not guarantee a space.**
11. **Space assignments, additional information, parking instructions and maps will be e-mailed to participating vendors on or about Friday, May 3, 2024.**

APPLICATION CHECKLIST: The following items MUST be submitted for your application to be considered.

- 1) Completed online application with payment**
 - 2) Description of items to be sold**
 - 3) Photo of your booth**
 - 4) Certificate of Insurance and/or AFFIRMATION AND LIABILITY RELEASE**
- ** (photos and certificate of insurance can be emailed to (aweckbacher@templetx.gov)).**

EVENT/VENDOR HOURS Saturday May 18th & May 19th – 8:00 am – 5:00 pm

- Booth space must be occupied as assigned and be open and staffed during all regular event hours.
- No late set-ups/early breakdowns allowed.
- **Must load in on Saturday, NO SHOW Saturday doesn't mean you can set up on Sunday.**
- The event retains the right to deny any vendor that cannot sustain a presence during the entire 2-day event.

SET-UP/LOAD IN and RESTOCK: Saturday and Sunday 6:00 am–8:00 am

- All spots are pre-determined before load-in. Please arrive, unload, and set up in the assigned time allotted.
- Time slots will be available based on size of your vendor booth. We will plan space accordingly to the vendor booth measurements you provide. **Please be accurate with your sizes and arrive on time for setup.**
- **You will not be allowed to enter the site until your scheduled load in time**, unless otherwise permitted by coordinator.
- **NO LATE ARRIVALS WILL BE PERMITTED.** AFTER unloading, and BEFORE setting up, your vehicle and/or trailer will need to be moved to a designated parking area. **All vehicles MUST be out of the event area by 8:00 am.**
- Booths must be set up and ready to open at 8:00 am. Saturday and Sunday.
- Once you are set-up, your vehicle must remain parked in the vendor area during the event. We do not allow re-entry once the event has begun.
- Bring a hand truck and/or cart if you need to load anything in or out.
- Vendors must have enough product to operate during required hours.
- You may restock between 6:00 am and 8:00 pm on Sunday if needed.

TAKE DOWN/LOAD OUT: Sunday May 19th 6:00 pm

- Do not dismantle your booth prior to closing time. Vehicles/Trailers will not be allowed to drive on, in or out of the grounds until designated times.
- Do not try to bring in, remove your vehicle. After the crowd sweep, vendor relations staff will coordinate load out with you, and we will notify vendors to bring in their vehicles.
- For liability purposes, vendor vehicles are NOT permitted inside the venue until all patrons have been evacuated.
- Please make sure ALL your staff is aware of this guideline & abides by it, or risk personal damage, ejection and/or not being invited back in future years. Please be patient during the load out process. You can help by breaking down and packing up your booth, while you wait.

PARKING: Parking passes will be provided - 1 per vendor. Vehicles will not be permitted into the event vendor area with the exception of specified set-up/load-in and break-down/load-out times. Vehicles will be removed immediately when asked to be by City of Temple staff. Parking a vehicle and removing the pass to enter another vehicle (overriding the 1 vehicle per vendor max) into the parking area is not allowed and will grounds for removal from the event.

POP UP TENTS: All vendor booths must be self-contained pop-up tents/canopies are allowed as the main vendor booth with **approval from City of Temple Vendor Coordinator**. Tents must meet all fire safety requirements and be securely weighted down. **Any tent deemed not safe, properly secured or structurally sound will be asked to be removed.**

SECURITY: Security will be provided during the overnight hours on Saturday-Sunday. **Vendors are responsible for covering your merchandise and booth openings with tarps and securing your booth/truck/trailer.**

TRASH: All vendors are responsible for trash pickup and disposal. Area must be kept clean and without clutter. Vendor area must be completely clean prior to leaving the event. Each vendor is responsible for the removal and disposal of all materials, litter (including cigarette butts), garbage, including boxes, (broken down) and signage.

WATER: WATER IS NOT AVAILABLE ON SITE

NON-PROFIT/COMMUNITY GROUP: \$75.00 please provide documentation that you are a Non-Profit.

- Non-profits are encouraged to provide interactive activities or games to engage event attendees about their cause or services.
- Booths are for local or national nonprofits, government agencies or other community groups.

For promotion and education purposes only. **You may not sell items, souvenirs, solicited donations or conduct any raffles that require sales or the purchase of tickets. No food or beverages may be distributed except complimentary candy.**

ARTS & CRAFTS VENDOR: \$100

- Must make 75% of the goods located in your booth. This includes personally hand-crafted items.
- Fine art, photography, pottery, jewelry, furniture, candles, soaps, clothing, sculpture, and other crafts.

HOME BASED VENDOR: \$225

- Defined as a business that operates out of a home – that is either selling a product or service.
- May also hand out coupons, business information or discounts.

- We only accept ONE vendor from each type of network marketing organization.

Vendor deadline is Monday, April 8, 2024. Vendor hereby requests permission to display and sell the products and/or services listed above. Further, the City of Temple reserves the right to approve any product/item a vendor may wish to sell or dispense as well as limit the number of concessions selling the same product/item. **DO NOT bring items to the event unless previously approved. No outside generators will be allowed unless previously approved by the vendor coordinator.** On the day of the event, the standards committee will be monitoring compliance.

I have read, understand and will abide with the Central Texas Airfest information, rules, and regulations. Upon approval of my application, I understand that most correspondence will be made **via email.**

By signing the application, I acknowledge that the Central Texas Airfest is subject to various weather conditions and state and federal safety and health regulations. **No refunds of application fees will be made.** Vendors must remain open until closing.

Certificate of Insurance and/or AFFIRMATION AND LIABILITY RELEASE must be provided before set-up.

Print and save a copy of your records.

For more information, please contact:

Amanda Weckbacher, Events Coordinator
City of Temple Parks & Recreation Department
(O) 254.298.5774 (C) 254-493-5095
aweckbacher@templetx.gov