

# **Vendor Rules and Regulations**

**Christmas Stroll Hours Friday 5:00pm - 9:00pm Saturday 10:00am - 8:00pm**

**Set up starts at 10:00am - 4:30pm all cars, trucks, trailers must be off Stroll Grounds at 4:30pm no exceptions**

**Tear Down Saturday 8:00pm No Early Tear Down - Tear Down Early, you will be declined for next year Stroll**

A completed and legible application must be submitted, with payment, to be considered as a vendor for Christmas stroll. An incomplete application will cause delay in processing your payment. Your booth will NOT be assigned until your application is processed! A new application MUST BE SUBMITTED each time you make a payment! No post-dated checks or credit cards are accepted.

## **Weights for Tents**

All tents must be weighted down with 40 pounds of weight on each leg. This is the responsibility of the vendor. Any tent that is not properly weighted down by 9:00 am will be asked to resolve the issue before being able to continue the Market otherwise you will be forced to take down your tent for the duration of the festival. This is a SAFETY issue. You may not tie your tent to another vendor this is not safe. NO STAKES allowed.

## **Fire Extinguisher**

All Tents must have a minimum of a 2A:10BC Rated Fire Extinguisher and must have a current annual inspection or attach your receipt to the Fire Extinguisher so you have documentation for the Fire Department of when it was purchased.

## **Booth Assignments**

Booth assignments are made based on vendor type and at the discretion of the coordinators. No vendor is guaranteed a specific space or a street.

## **Payment**

PLEASE NOTE: NO REFUNDS OR TRANSFERS WILL BE MADE DUE TO VENDOR CANCELLATION.

In the event of inclement weather, DGA will make every effort to hold/continue the event. All vendors are expected to comply. Refunds are not given due to inclement weather conditions.

## **Parking - New Information! Read Carefully!**

**ALL VENDORS MUST PARK IN LOTS LOCATED AT 8th & MLK OR 7th & ROCK PARKING LOTS** This is indicated on your Christmas Stroll application. Please make every effort to comply so we do not have to ask you to move.

Many of the vendors are parking in front of the merchant stores. PLEASE NOTE - these are reserved parking spaces for visitors to the Square. Should you choose not to park in the parking areas provided, your car may be towed at your expense. The DGA and/or coordinators are NOT responsible.

## **Restroom Locations**

Portable toilets will be located at the corner of 6<sup>th</sup>/Main & Public restrooms are located at the Visitor Center on 7<sup>th</sup> Street and Main/9<sup>th</sup> Street behind Grace Heritage Church.

## **Set-Up Details Trailers**

Those of you that pull trailers MUST set-up between 10:00am -3:00PM. Your trailers MUST BE off the STROLL grounds BY 3:00PM! Cars: Set-up starting at 11am and off the street no later than 4:30PM

**Vendor cars and/or trailer are NOT allowed on the Stroll Grounds at any time during the event hours of 4:30pm Friday through 8pm on Saturday.**

### **Vendor Set-Up Equipment**

We supply the space and electric for Stroll. You are responsible for your set-up. We do not supply tents, tables, chairs, or weights! Please be considerate of your neighboring vendors. Slight overflow for the space you have paid for is acceptable. We must be mindful of traffic flow for safety and of other vendors. The majority of your product should remain in your paid space. Storage of boxes and extra items must also be within your paid space. PLEASE DO NOT PUT ITEMS ON THE COURTHOUSE LAWN. Again, we are guests of the Square.

### **Trash Disposal - Important**

We are guests of the downtown square. You are required to bring your own trash container and NO TRASH is to be left on the square. Please remove your trash and take it with you at tear-down. This applies to all vendors - resale, crafters, and food vendors!

### **Vendor Questions during the Christmas Stroll**

Coordinators are on-site all day to assist you. Please make sure you have her/his phone numbers, check at the information booth. The Downtown Georgetown Association Office is 116 W. 8<sup>th</sup> Street, Suite 207. PLEASE DO NOT go into any of the local merchants businesses with questions. They are not responsible for the Christmas Stroll and are not able to assist you. Coordinator's phone - 512-639-8719

### **Electricity**

Electricity is available to all vendors during Christmas Stroll hours. There may be a few booths that will not have electric you will be informed prior to placing you in these spaces

### **Early Teardown**

TEARDOWN will take place at 8PM Saturday the posted closing hour. Any vendor failing to comply will be deemed ineligible to participate in future Christmas Stroll.

### **Food Vendors**

Are required to have Williamson County Temporary Food Permit and follow all fire code regulations. Please be aware you may be inspected by the County or Fire Department. It is your responsibility to meet all requirements. See Food Vendor Permit for further information

### **Your Responsibility**

Booth Operator agrees to abide by the rules and regulations as set forth herein and such other rules as may be established or amended by the Downtown Georgetown Association.

Booth Operator will sell only those items or conduct those activities that have been specifically approved in writing. Furthermore, Booth Operator hereby releases, forever discharges and holds harmless the Downtown Georgetown Association from any responsibility or liability for loss, claims, damages, theft, injury or accident from activities conducted in preparation for, during and immediately following Market Days or the use of City premises for those purposes.

Booth Operator assumes full and complete responsibility and will hold harmless the Downtown Georgetown Association, Williamson County, City of Georgetown, its officers, council members, directors, servants, agents, employees or volunteers from any loss, lost profits, damage or injury to the person or property of the Booth Operator or Booth Operator's agents, customers, or invitees.

It is further agreed that Booth Operator shall maintain his/her space, merchandise, activities and business practices in compliance with all applicable local, state and federal laws and regulations. Booth Operator understands that violation of or non-compliance with this release or any rule, regulation, law, ordinance, or decree may result in immediate expulsion of Booth Operator and his/her exhibit from the event without a refund of any applicable fees paid.

Operator is responsible for all "booth" setup and take-down of merchandise, displays and tents or covers. It is further understood that each booth operator is responsible for assuring that all items in his/her own booth are well secured in the event of inclement weather, i.e. wind, rain, etc., and weights must be used to secure all corners and parts of booth (tables, shelves, hanging racks, etc.) so they cannot blow into or damage another booth operator's booth/merchandise.