

Waller Freedom Fest 2018 Vendor Guidelines

1. All vendors will sign a waiver releasing the Waller Freedom Festival and its sponsors from any liabilities.
2. Your Resale Tax number or Social Security number is required on all applications.
3. Sales tax collection and payment is the vendor's responsibility.
4. Vendor spaces are 12 x 12 and 12 x 24. **ALL TRAILERS MUST** fit into the space including the hitch. Please note access serving side on your application for proper booth placement.
5. **NEW THIS YEAR: Booth spaces are located in a concrete parking lot. You must bring weights to secure your tent/items within your booth space. You will not be able to use stakes in the ground this year.**
6. Craft vendors must list all items they intend to sell on the application. If you wish to sell an item not listed on your application, you must get permission from Waller Freedom Fest before doing so. Having all items listed helps us ensure that we do not have too many vendors selling the same item, or two vendors selling the same item side-by-side. Nobody is happy when that happens. **THIS INCLUDES GLOW TOYS/JEWELRY/ITEMS**
7. Food vendors must submit a full menu and may be limited to the food they can sell. Waller Freedom Festival has the right to refuse entry based on duplication of foods and/or non-compliance with the State Health Laws.
8. All food vendors can sell non-alcoholic beverages including soda, lemonade and water.
9. All vendors must provide all equipment, including tents, tables, chairs, decorations, extension cords, fans, etc. Food vendors must also supply their own water.
10. All booths are required to be open on July 3rd and July 4th. Booth set up will begin at 2:00 p.m. on July 3rd and must be complete and ready to open by 5:00 p.m. The **Harris County Health Dept. will be on site to do inspections**. Booths must remain open until after the fireworks show on July 3rd. On July 4th booths must be set up by 2:00 p.m. (you may enter the grounds at 1:00 p.m. and the event starts at 3:00 p.m.) and remain open until after the fireworks show. Harris County Health Dept. could be on-site for a second inspection. Bring portable lights for selling after dark. **You may not start closing your booth or drive vehicles into the vendor area until after the fireworks show. Please note this information is very important. This is a safety issue and we appreciate your cooperation.**
11. Vehicles will be allowed in before opening of the Waller Freedom Festival. Only one vehicle per booth will be allowed in at a time. Please unload, return your car to the festival parking area, and return to set up your booth accordingly. **NO vehicles will be allowed in the festival area during the event.**
12. Mandatory cleanup and maintenance of your site is ongoing throughout the two day event and at the end of the event. Each vendor is responsible for their own garbage cans and plastic bags. Receptacles should be kept from overflowing and stray garbage should be picked up continuously. Waller Freedom Fest will supply dumpsters and additional event trash receptacles. **NO DUMPING OR RELEASE OF ANY OILS, GREASE, OR CHEMICALS**, etc. on the event grounds, parking area or surrounding grounds.
13. Loss, theft or anything left behind is the sole responsibility of the vendor.
14. Vendor applications are accepted by mail, email, or in person at Waller City Hall. Waller Freedom Festival accepts your registration and credit card payment online at www.wallerfreedomfest.com. An acknowledgement will be returned to you once your booth has been approved for content and/or foods sold.
15. Food Booth Approval will NOT be finalized until the Temporary Health Permit is confirmed.
16. Payment must be made with your application. NO money = No reservation.
17. NO fireworks of any kind are allowed inside the Waller Freedom Festival area.
18. NO REFUNDS WILL BE MADE FOR ANY REASON.

Please remember this is a family friendly event, every one of all ages will be here to relax, celebrate and enjoy the event. Our volunteers and Waller Freedom Festival Committee members work diligently to provide this wholesome annual community event, disrespect or violation of the agreement will result in your immediate dismissal from the event and exclusion from future events.