

# PARKER COUNTY PEACH FESTIVAL VENDOR GUIDELINES



The Peach Festival is Texas Premier one-day event that celebrates the sweet, juicy and fragrant Texas Peach, that showcases hand-made, hand-embellished arts/crafts, food and activity vendors. This festival is not intended to be a business showcase event. If a business wishes to participate in the festival, sponsorships are available through the chamber. Some businesses may be eligible to host an activity booth in the Children's area, but must meet all criteria and are subject to approval by the Peach Festival Committee (PFC). Please contact the Weatherford Chamber if you have any questions or would like more information regarding sponsorship opportunities.

**Please read carefully, as INCOMPLETE applications will not be accepted.**

## TERMS & CONDITIONS

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## I. General Information:

This document contains pertinent rules and regulations that govern the operation of the Parker County Peach Festival hosted by Weatherford Chamber of Commerce (WCC). Invitations are being extended to vendors who submit fully executed applications with required enclosures and payments. Priorities for space will be reviewed based on past participation, date of receipt of fully executed application and type of product/item. Parker County Peach Festival (PCPF) strives to maintain a balance and diversity in vendor offerings, and quality offerings. All applications and products are reviewed so that we may maintain this balance. Our goal is to keep standards high and maintain order and to regulate activities on the festival grounds. Regulations will be enforced. Those with “peachy” items (food, crafts, drink) will be given preference.

## II. Festival Information:

- A. The festival will take place in the historic downtown area of Weatherford, TX 76086
- B. Saturday, July 14, 2018. Hours are from 8:00 a.m. to 4:00 p.m. Please have your booth area ready to sale or serve. Vendors must remain open until event closing, even if vendor is sold out. Leaving early makes the festival look in disarray; vendors who leave early will not be invited to participate the following year.

## III. Booth Information & Fees:

All booth spaces are 10’ deep x 20’ wide. Vendors are to bring own tables, tents, and chairs. All locations will be assigned by PCPF committee. While written location requests will be considered, placement will be the sole discretion of PCPF committee.

- A. Fees- Arts & Crafts
  - 1. Palo Pinto.....\$275.00
  - 2. York Ave.....\$250.00
  - 3. Other.....\$225.00
  - 4. Non-profit.....\$125.00 (Must provide copy of tax ID Form)
- B. Food Booths-(\$1M Liability insurance required)
  - 1. Food Vendors.....\$425.00
  - 2. Non-profit food.....\$225.00
- C. Activity Booths (\$1M Liability Insurance required)
  - 1. Activity Booths.....\$300.00
  - 2. Non-profit activity.....\$160.00 (Must provide copy of tax ID Form)
- D. Other:
  - 1. Corner booths.....\$20.00 (additional fee)

## IV. Booth Requirements:

- A. **Art & Craft booths**
  - 1. Two color photos of items to be sold MUST accompany ALL applications. All photos become the property of the Peach Festival Planning Committee archives.
  - 2. At least 50% of the items sold at all Craft/Sales booths must be handcrafted or hand embellished. No beverages or food may be sold or distributed from Craft/Sales booths
  - 3. Applicants with the most original, creative and unique crafts will receive priority.
  - 4. Consultant based business (e.g. Scentsy, Pampered Chef, Homemade Gourmet) DO NOT MEET CRITERIA FOR THE FESTIVAL AND WILL NOT BE PERMITTED.

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## B. Food booths

1. A photograph of the concession set-up and detailed description of products/items to be sold is required with the application before the application can be approved. All items food vendor/concessionaire wishes to sell are subject to approval by PCPF committee. Any product not specified in the application will not be allowed at the Festival, unless permission is sought and given. Items will be removed from the concession stand when asked by PCPF Committee or WCC staff during the festival if they were not approved. Failure to abide may result in not being asked back to the festival in future.
2. Include a listing of your menu with prices. Prices must be displayed during festival hours for attendees to view easily.
3. Once accepted, food categories may not be changed without prior approval.
4. All non-alcoholic beverages and water may be sold and distributed with prior approval.
5. Each food vendor must provide certificate of \$1,000,000 Liability Insurance Policy. The Parker County Peach Festival and Weatherford Chamber of Commerce must be listed as an additional Insurer to your policy.
6. All food vendors must provide their own trash can. Trash bags and trash removal from the cans during the festival will be provided by the Peach Festival Staff. Vendors are responsible for trash removal at the end of the day. Dumping of grease or other food waste is not allowed and will be fined \$200.00.
7. All Food vendors must have a functioning and readily accessible fire extinguisher. Vendors with any type of deep-frying equipment must have a Class K extinguisher. The Fire Marshall will be inspecting all food vendor booths before 8:00 a.m. on the day of the event. All requirements must be met, if not in compliance, you will not be permitted to operate on the day of the festival.
8. Health Permits: **(WILL NOT BE NECESSARY UNTIL YOU HAVE BEEN APPROVED)**
  - a. A health permit issued by City of Weatherford Consumer Health Dept. will need to be completed by 12:00 p.m. Monday, June 18, 2018
  - b. Cost of temporary permit is \$50.00. Check should be made payable to the "City of Weatherford"
  - c. Non-profit organizations are exempt from the permit fee, but are still required to have a permit and subject to all other rules/regulations. Organizations must provide a copy of their 501c3 certificate with completed application
9. Health Inspection:
  - a. The City Health Inspector will inspect each booth on day of festival
  - b. Food booths must comply with current guidelines for food handling and have a current Texas Food Handlers Certificate

## C. Activity Booth

1. Absolutely no merchandise, food, or beverages may be sold or distributed from activity booths
2. Each activity booth vendor must provide certificate of \$1,000,000 Liability Insurance Policy. The Parker County Peach Festival and Weatherford Chamber of Commerce must be listed as an additional Insurer to your policy

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## V. Set-up & Take down times:

1. Set-up begins Friday for those on York, Dallas, Church, Waco, BGR and FBC and side streets outside of Palo Pinto Street. Specific set-up times will be included in vendor packet.
2. Due to State traffic regulations, vendors assigned to the center of Palo Pinto, and Spring St. may NOT set-up until Saturday morning. A Peach festival representative will be available to help locate your assigned space.
3. Vendors who do not adhere to their assigned set-up time will have to dolly their goods into the festival area.
4. Set-up time and information will be in your vendor packet which will be mailed at least 3 weeks prior to the event.
5. Vendors are required to furnish their own chairs, tables, awning, umbrellas and 100 ft. extension cord. (If approved for electricity)
6. Vendors are not allowed to stake their tents into the ground, but must secure tents.
7. Vendors will be responsible for his or her own trash clean up.
8. Vehicles MUST be out of the barricaded festival area by 6:45 a.m. Saturday, and will not be allowed back until 5:15 p.m. or your designated breakdown time.

## VI. Electricity:

1. Electricity is \$30 per 120 volt-plug and \$40 per 220 volt-plug. Please do not request electricity unless necessary as it is highly limited.
2. Electricity Contract Guideline form will need to be completed and attached with application. If you try to access power that you did not purchase or connect improperly to the power source, you will be disconnected before or during the festival.
3. Generators are not allowed.
4. Electricity is not available for ANY Saturday morning set-up locations.

## VII. Wristbands:

1. All vendors will be provided 3 wristbands to enter the festival. Additional vendor wristbands may be purchased at a discounted price of \$3 a wristband
2. Wristbands will be available for sale the day of event and can be picked up at Peach Central.

## VIII. Additional Information:

1. Any violators to any rules listed will not be invited back to the Parker County Peach Festival.
2. This is a juried festival requiring April 15, 2018 deadline for application submission. If postmarked after April 15, a \$35 late fee will be assessed. **PAYMENT must accompany application.** Once vendor is approved, payment will be deposited. If not accepted, vendors will receive letter with check attached.
3. Vendors will be assigned a specific location designated by booth number and area. This festival is based on a first come first serve basis and previous vendors are not guaranteed acceptance or their same booth. There will be NO guaranteed booth locations, but every effort will be made to accommodate specific requests by participants.
4. Applicants will receive notification of acceptance or rejection by June 16. Once a vendor has been accepted and payment has been processed, no refunds will be made for cancellation or removal for cause.

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5. Outside solicitation on festival grounds will not be allowed and will result in removal from the festival grounds. All solicitation and or sales must take place within your vendor booth space, unless you have received prior approval.
6. NSF checks must be replaced with a cashier's check or money order. No vendor will be accepted who has not redeemed a NSF check and paid the NSF check fee of \$50.
7. Absolutely NO GENERATORS allowed.
8. Political booths, raffles booths do not meet criteria for admittance and will not be accepted.
9. Sponsorships for commercial vendors, consultant based business, or information are only allowed with prior approval. For sponsorship information, please contact the Chamber at 817-596-3801.
10. This is a family-friendly festival. As such, profanity or alcohol related products are not permitted. Craft vendors selling crafts with alcohol signage are asked to display products at the back of the booth so that the products are not visible by passerby.
11. Peach Central is headquarters for all Festival Staff and Volunteers as well as Lost & Found. Located in the old City Hall building, 119 Palo Pinto.

## IX. Contact Information

Parker County Peach Festival  
401 Fort Worth Hwy  
Weatherford, TX 76086  
817-596-3801  
gmartinez@weatherford-chamber.com  
[www.peachfestivaltx.com](http://www.peachfestivaltx.com)