



Scott Burgess Freedom Festival 2024

You are invited to apply to participate in the 2024 Scott Burgess Freedom Festival which benefits Robertson County students as a tribute to a local fallen hero.

REQUIRED APPLICATION MATERIALS

- _____ Completed and SIGNED Application Form (Pages 5-7)
- _____ Copy of Texas Sales Tax and Use Permit
- _____ Copy of Food Service Permit (as applicable)
- _____ Photos of Booth Set-Up (trailer's only)
- _____ Payment (invoice will be sent upon approval)

PLEASE MAIL or E-MAIL APPLICATION MATERIALS to:

Scott Burgess Freedom Festival
Sara Gallagher, Vendor Coordinator
PO Box 245, Franklin, TX 77856

EMAIL:

SBFFvendors@yahoo.com

Make Check or Money Order Payable to:

Scott Burgess Freedom Festival-

Include booth name in MEMO of payment

PLEASE HELP US BE SOCIAL: LIKE, SHARE, &

TAG us on FACEBOOK and INSTAGRAM

IMPORTANT DATES

Wednesday, May 15

Application Deadline

Late fee applied after May 15th

Monday, May 20

No Refunds after this date for Cancellations

Monday, May 27

Maps Sent

FESTIVAL DAYS & HOURS of SALES

Friday May 31

5pm-10pm – Crafts/Merchandise &

Food/Beverage

Set up details on page 2

Saturday June 1

9am-10pm – Crafts/Merchandise

9am-10pm – Food/Beverage



2024 Scott Burgess Freedom Festival

2024 Craft/Merchandise or Food Vendor Sales Dates & Times

Friday, **May 31** from 5 pm – 10 pm
Saturday, **June 1** from 9 am – 10 pm

Vendor Rules and Regulations

The Festival Management Team will have final authority in the manner of interpretation and enforcement of all rules and regulations related to the event and reserve the right to accept or reject any application of exhibit space at its sole discretion. **Please read these rules carefully.**

SECURITY – On-site security will be provided from 11:00 pm, Friday through 7:00 am, Saturday. The Festival is not responsible for stolen or damaged property, accidents, or injuries. **Make sure your tent, trailer and/or merchandise are secure enough to withstand any and all weather conditions.**

FEES – Applications must be received by May 15, 2024. Electrical requirements must be made at the time of application – Cancellations made after May 20th, 2024 at midnight are non-refundable. The total amount due must be paid in full with the application and may be paid by check or money order payable to Scott Burgess Freedom Festival. A \$25 Fee will be assessed on Returned Checks. Booth locations and a map will be sent to you on or before May 27.

CRAFT/MERCHANDISE or FOOD/BEVERAGE BOOTHS – Booths and locations are assigned on a first come **first paid** basis. NO exceptions. If your booth is a trailer/truck, when requesting your booth size, include the **trailer length with the tongue**. PLEASE indicate the ENTIRE amount of space you need. Tents, tables, chairs, display units, covers, weights, heavy-duty extension cords, etc. are the responsibility of each Vendor and must fit within your rented space. The Festival will not provide these items. We suggest that you bring a wagon or a dolly in case you need to haul items to your booth after setup is complete, such as water, or other heavy items. We recommend you bring solar lights to light your booth after dark. It could be HOT....we highly recommend providing yourself with Shade & Sunscreen.

Decorations – This is a family-oriented event and decorations should be appropriate for the Festival's guests. Festival Management reserves the right to prohibit any decorations and/or presentations which are deemed offensive to Festival guests. Any vendor not complying with Festival Management's request, or found to re-offend this provision may be removed from the Festival.

Booth Space – Your exhibit must be confined to the space you purchase. This includes trailer tongues, awnings, signs, product tables, etc. Exhibits may not interfere with the other exhibits or impede access to sidewalks and designated walkways. This will be strictly enforced. **ALL FOOD VENDORS USING FIRE OR HEAT (of any kind) MUST HAVE A FIRE EXTINGUISHER!** A visit from the State Comptroller's Office or the Department of Health is always possible and ALL Vendors are solely responsible for the reporting and payment of all sales/use tax applicable to your sales. A copy of your sales tax certificate and/or food permit should be present in your booth at all times upon inspection.

Trailer set-up – If your booth is a trailer/truck (or another type of vehicle) set-up may begin Friday, May 31 at 9:00 am – **you MUST BE IN PLACE by 3:00 pm on Friday**. Open for business at 5:00 pm Friday. **NO setups will occur on Saturday!**

Tent set-up – Your set-up begins on Friday, May 31 at 2:00 pm – you **MUST BE IN PLACE and SET-UP by 5:00 pm** and ready to sell. **Setups are Friday ONLY, there will be NO setups on Saturday!** No early tent set-ups, please. **We ask that you unload and move your vehicle as soon as possible, then return to set up your booth.**

VENDOR TAKE-DOWN –

TRAILER– If your booth is a trailer/truck (or other type of vehicle) tear down may begin Saturday, May 20th at 6:00 pm with removal from the festival site **after 10:00 pm**. This will be strictly enforced. **All roadways in the festival area will be closed from 7:00 am to 10:00 pm on Saturday, June 1.**

TENT – tear down will be able to begin Saturday, June 1 at 6:00 pm with removal from the festival site **after 10:00 pm**. **All roads in the festival area will be closed from 7:00 am to 10:00 pm on Saturday, June 1st.**

FOOD VENDORS–will be able to start tear down **after 10:00 pm** on Saturday, June 1st, with removal when ready. --NO rain date – **We are a Rain or Shine Event!!** All Vendors agree to remain for the duration of sales hours offered. Early closings (before 6:00 pm Saturday) and/or take down will harm the reputation of the festival and its Vendors and will not be allowed. This may result in not being invited back in subsequent years. We ask that you respect those around you as everyone is trying to pack up and move out at the same time. If you experience a problem or need assistance please notify the vendor coordinator immediately.

TRASH – Place vendor trash in dumpsters located around the festival grounds or in bags behind your booth. Please take bags to dumpsters when time allows. Please keep your area clean and pick up all trash after take-down and place it in the dumpsters provided.

Street Access – **NO VEHICLES** will be permitted on the main drive of the Festival area from 5:00 pm to 10:00 pm on Friday and 7:00 am to 10:00 pm on Saturday. PLEASE DO NOT BLOCK SIDEWALKS or INDICATED WALKWAYS.

Electricity – Electrical requirements must be indicated with the application. PLEASE DO NOT PLUG ANYTHING INTO THE FESTIVAL ELECTRICITY UNTIL YOU ARE TOLD TO DO SO. Each 110 outlet is for the use of one cord with no more than 20 amps draw. All extension cords from your booth to the electrical outlet should be LABELED with the business name and MUST be “Heavy Duty” – absolutely NO HOUSEHOLD Type Extension Cords allowed from the booth to the electrical outlet. Please be prepared with up to 100 feet of heavy-duty outdoor extension cord. Each 220 outlet is for one cord with no more than 50 amps draw. **It is HOT in May & June – if you need to bring a portable a/c type unit to keep cool, you must request an extra outlet at an additional charge with the application to have dedicated to that appliance ONLY.**

Parking – We will have an area designated for vendors to park in – this area will be available on a first-come, first-parked basis – ONE (1) parking pass will be provided to your booth space rented at check-in. You may request one additional pass for your workers, but approval is limited and not guaranteed. We ask that you respect all others parking in this area and do your best not to block someone in, etc. Once your vehicle is unloaded at your booth location, we ask that you move your vehicle immediately and then come back to finish setting up. If you are unable to park in the designated area, festival parking will be available.

Food/Drink Vendors – If You are Preparing & Selling Foods or Beverages Onsite – AND/OR even if you are giving samples of pre-packaged foods or beverages, You are responsible for obtaining the proper permits. Non-Profit Organizations and Churches are exempt but must have “proof of status” in their booth at all times. All food and drink vendors MUST comply with the applicable health department requirements. Any food vendor who is observed to be operating in an unsafe or unsanitary manner will be asked to shut down and leave the festival. Temporary permits are available through the state and can take up to 6 weeks to obtain – please plan ahead for this requirement by the state. Their phone number is: 512-834-6626.

ALL FOOD VENDORS USING FIRE OR HEAT (of any kind) MUST HAVE A FIRE EXTINGUISHER!

BEER, WINE, AND LIQUOR SALES ARE NOT PERMITTED – THE FESTIVAL RESERVES THE RIGHT TO CONTRACT THESE SALES. OUTSIDE FOOD AND ALCOHOL WILL NOT BE PERMITTED.

PRODUCT ELIGIBILITY – Vendors are expected to exhibit ONLY items that are suitable for viewing by all ages. Listing an item on the Vendor Application is not sufficient to guarantee it may be offered to Festival Patrons. If you have any questions, contact Festival Management prior to arrival.

PROHIBITED ITEMS – NO EXCEPTIONS

- Any items that may violate Federal, State, or Local Laws.
- All firearms, accessories and kits, airsoft guns, or other items that release a projectile.
- Any restraint devices, clubs, blackjacks, and other items designed and marketed for police use. Chemical defense items, paintball guns and supplies, arrows, stun guns, and martial arts weapons. Swords, daggers, and switchblades.
- Pornographic material and literature or sexually explicit items and literature.
- Spray Snow and Silly String.

Any vendor offering the above items and/or not complying with Festival Management’s request to remove ineligible products from the booth may be removed from the Festival.

!! REMINDER FOR FOOD/DRINK VENDORS ONLY !!

Definition of a Food/Drink Vendor: Preparing and/or Selling Foods or Beverages Onsite – AND/OR giving samples of pre-packaged foods or beverages.

Food/Drink Vendors are responsible for obtaining the proper “permits” from the State.

Non-Profit Organizations and Churches are exempt but must have “proof of status” in their booth at all times.

ALL food/drink vendors MUST comply with the applicable Health Department requirements (even Non-Profits). Any food/drink vendor who is observed to be operating in an unsafe or unsanitary manner will be asked to shut down and leave the festival.

Temporary permits are available through the state and can take up to 6 weeks to obtain – please plan ahead for this requirement by the state. Their phone number is: 512-834-6626.

ALL FOOD VENDORS USING FIRE OR HEAT (of any kind) MUST HAVE A FIRE EXTINGUISHER!

The Health Department WILL come to visit you at one time or another during the event. Be Ready...



2024 Scott Burgess Freedom Festival

2024 Vendor Sales Dates & Times

Friday – May 31 – 5:00 pm – 10:00 pm

Saturday – June 1 – 9:00 am – (10:00 pm – CRAFT/MERCHANDISE Vendors)
(10:00 pm – Food Vendors)

PLEASE MAIL with PAYMENT & ATTACHMENTS to:

Scott Burgess Freedom Festival
Sara Gallagher, Vendor Coordinator
PO Box 245, Franklin, TX 77856

SBFFvendors@yahoo.com

Make Check or Money Order Payable to:
Scott Burgess Freedom Festival

Applications must be received by May 15, 2024.

Late fees apply after May 15th

NO REFUNDS after May 20, 2024, for cancellations.

*****This is a rain-or-shine event*****

Maps will be Sent on May 27, 2024.

VENDOR BOOTH APPLICATION

Business Name: _____

Contact Person: _____

Mailing Address: _____

City/State/Zip: _____ Phone: _____

Email Address: _____

Business Website: _____

Please Indicate Space Needed

If Your Booth is a Trailer/Truck and is Longer than 10 feet, including the Tongue, You MUST Reserve TWO Spots

_____ 12x12 = \$100.00

_____ 12x24 = \$175.00

_____ 12x36 = \$300.00

_____ Non-Profit = Special \$\$ – must contact Sara Gallagher for more information

_____ Food Vendor = \$300

Each booth comes with electrical.

12X12 comes with 110 volts / 12X24 comes with 110 volts / 12X36 comes with 2 - 110

****Please Indicate Electrical Needs****

Each 110 outlet is for the use of ONE cord with no more than 20 amps draw

Each 220 outlet is for the use of ONE cord with no more than 50 amps draw

****Extension Cords Running to Outlet MUST BE labeled & “Heavy Duty”**

– Do NOT Use Household Cords!* Bring a minimum 100 ft extension cord**

Additional Electricity Needed:

_____ No Electricity Needed

_____ 220 volts (max draw 50 amps)-\$40 ea

_____ 110 volts (max draw 20 amps)-\$20 ea

Set-Up Type: _____ Tent _____ Trailer Duration of Time needed for Set-Up _____ hrs We will stagger your arrival time based on how long it takes you to set up your booth. Do you require parking for a (non-booth) trailer? Yes _____ No _____ Size _____	<u>TWO (2) wristbands (for Workers) per Booth Space are Included in Booth Fee and MUST BE WORN ALL WEEKEND</u> <small>(Extra Wristbands may be purchased at \$15.00 each (limit of Two (2) per booth space) NO EXTRAS will be handed out the week of the festival</small> # of Extra Wristbands Needed _____ <u>ONE (1) parking pass per Booth Space will be Provided</u> Vendor Parking is Limited - Extra Parking Needed Y- _____ N- _____ (We will do our best to accommodate this request – no guarantees though)
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Please Note Any Special Needs or Requests: _____

Booth Fee (Per Size) = \$ _____
Additional Electrical - # _____ 110 volts @ \$20 ea / # _____ 220 volts @ \$40 ea = \$ _____ Additional Wristbands - # _____ (up to 2) @ \$15 ea = \$ _____

Date of Application: _____	Payment Type _____	TOTAL DUE: \$ _____
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Sales Tax #: _____ Please Attach a Copy of Certificate to Application and Have a Copy in Your Booth at All Times <u>EVERYONE is Subject to Inspection by State</u> **Please Be Prepared**	If You are Preparing & Selling Food Onsite – AND/OR even if you are giving samples of pre-packaged foods – Please Attach a Copy of Your Current Food Vendor Permit & Provide # below: _____ <u>Please Display Copy in Booth</u> (Temporary Permits can be Acquired through the State – see Rules for info You may EMAIL Temp Permit When Received – THIS MUST BE RECEIVED BEFORE EVENT!! YOU WILL NOT BE ALLOWED TO SET-UP WITHOUT IT) We are “Permit Exempt” as a _____ Non-Profit _____ Church Please Attach a Copy of Proof of Status to Application and Have Copy in Booth <u>You must still adhere to Health Department Rules</u>
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For Security purposes during the Festival, please provide at least one Contact Name and Phone Number we can use to contact you during the weekend of the Festival, both at the booth and/or when the Festival is closed.

Name: _____ Phone #: (_____) _____ - _____

Name: _____ Phone #: (_____) _____ - _____

Are you a Returning Vendor? _____ List Years Attended Before: _____

Please Provide a List of Crafts/Merchandise or Food to be sold – this information assists us with location assignment

****All merchandise offered must comply with Festival Rules & Regulations – Approval of application does not guarantee approval of all merchandise listed above – we will do our best to make sales fair with fewer booths/same merchandise.**

PLEASE ATTACH COPIES OF OR EMAIL PICTURES OF YOUR BOOTH SET-UP AND MERCHANDISE –

IF YOU DO NOT HAVE ANY PICTURES OF BOOTH, Please Describe the best way you can _____

IF YOU DO NOT HAVE ANY PICTURES OF MERCHANDISE, Please Describe the best way you can _____

How did you hear about our Festival? _____

Liability Release

I understand that during my participation as a VENDOR in the Scott Burgess Freedom Festival(SBFF) (EVENT), the SBFF Board is the final authority in the manner of interpretation and enforcement of all rules and regulations related to the EVENT, and reserves the right to accept or reject any application for exhibit space at its sole discretion. Further, I understand that as a VENDOR, I am responsible for knowing the Festival Rules & Regulations, a copy of which has been provided to me with this application. I am responsible for ensuring my merchandise, decorations, and behavior comply with and reflect the high standards of the Festival's Management Team. My failure to do so may result in my being removed from the Festival, and no refund being issued.

I, the VENDOR, agree to keep, save, and hold the EVENT, BOARD, and the CITY OF FRANKLIN harmless from any and all action, liabilities, damages, judgments, costs, and expenses including reasonable attorney's fees, in the event an action is filed or does in any way accrue against the EVENT, BOARD or the CITY OF FRANKLIN of the consequence of the Agreement or for any act, negligence or omission of the BOARD or BOARD'S agents, employees, participants or volunteers, in relation to the event.

I AGREE TO INDEMNIFY THE EVENT, BOARD, AND THE CITY OF FRANKLIN FOR ANY AND ALL ACTION, LIABILITIES, DAMAGES, JUDGMENTS, COSTS, AND EXPENSES INCLUDING REASONABLE ATTORNEY'S FEES, IN THE EVENT AN ACTION IS FILED OR DOES IN ANY WAY ACCRUE AGAINST THE INDEMNIFIED FOR PRODUCTS, MERCHANDISE, ACTIVITIES, OFFERINGS, OR THE ACTS OR OMISSIONS OF MYSELF OR ONE OF THE STAFFS OF MY VENDOR BOOTH.

I agree that the EVENT and BOARD may use any photos or images taken or submitted for publicizing the EVENT with no compensation.

I acknowledge that I have read and understand the information contained in this application. I further understand and agree that failure to abide by the rules stated in this application can lead to immediate expulsion from the EVENT with no reimbursement or legal recourse whatsoever.

TERMS of the Application are AGREED and ACCEPTED ON: This _____ day of _____, 2024.

Printed Name: _____

Signature: _____ Title: _____

*****APPLICATION MUST BE SIGNED*****

Committee Use Only:

Paid – Check # _____ Date Rcvd _____ Assigned _____ Notified _____