

APPLICATION FOR ARTS & CRAFTS VENDOR SPACE

(Please print clearly)

EVENT APPLYING FOR: ShamRock 'n Roll in the West End 2010

DATE: Sunday, March 14, 2010 12 Noon – 8 pm

Contact Name: _____ Title: _____

Name of Business: _____

Commercial Retail Non-Profit* Arts & Crafts (circle one)

Street Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

List two previous event references with contact information:

10 x 10 Booth Space is \$60.00. Application and booth fee is for 10x10 space rental only – vendor will need to provide their own tent/enclosure, tables and chairs. Application and booth fee must be received by Friday, March 5, 2010 to reserve your space. Booth fee can be paid by PayPal, cash, check or money order.

After March 5, 2010, the late registration booth fee is \$80.00 and must be paid via Paypal, cash or cashier's check delivered in person – no personal checks.

Tent, Table and Chair Rental Available:

10x10 Tent Rental - \$60.00 (Please circle if needed.)

One table and two chairs - \$30.00 (Please circle if needed.)

ELECTRIC:

One 110-electrical outlet (2 plugs) - \$25.00 (Please circle if needed.)

Type of Booth Applying For:

_____ **Arts & Crafts Fair** - (\$60 booth fee for 10X10 space) These 10 X 10 spaces are available for local artists and crafters to show and sell their works. (Please describe artwork and crafts below) (No booth fee reductions or in-kind trade opportunities are available at this level.)

PROVIDE DETAILED DESCRIPTION: (or include copies) of products, artwork, activity, signage, material for distribution, demonstrations etc. If it can be viewed electronically please provide web address or URL. Please include any cost to event guests.

APPLICATION FOR ARTS & CRAFTS RETAIL BOOTH SPACE (Page 2)

Name of Organization: _____

Event Applying For: **ShamRock 'n Roll in the West End 2010**

Rules and Guidelines: (Please read and initial each one)

- 1) ___ Only sales of merchandise, signage, marketing materials, and activities approved by event management are allowed in contracted exhibitor booth spaces.
- 2) ___ Only sales of unopened, packaged foods approved by event management are allowed in booth space permitted to sale packaged food items. City of Dallas Health Permit is required.
- 3) ___ No Beverage sales are allowed at any rental booths unless expressly approved in contract.
- 4) ___ No drawings or raffles of any kind, unless written approval is received from event management.
- 5) ___ This is an outside street-festival event. The event will occur rain or shine.

- 6) ___ Cancellation of your booth reservation 15 days or more prior to the event, must be done in writing to receive a 100% booth fee refund. If cancellation is made within 14 days to 10 days prior to the event a 50% refund will be made. No refunds will be made for cancellations within 9 days of the event.
- 7) ___ Booth space cancellation and refund of booth fee is not available within 9 days of the event date. Up to 10 days prior to the event, a partial refund can be obtained once checks have cleared the bank.
- 8) ___ You must provide proof (a copy) of liability insurance of \$500,000 upon check in. (Does not apply for Arts & Crafts Vendors)
- 9) ___ West End Association and City of Dallas requires being listed as additional insured on your liability insurance. Proof must be provided when checking in. (Does not apply to Arts & Crafts Vendors)
- 10) ___ Arts & Crafts vendors must provide proper and adequate weight of 120 lbs. (i.e. 4-5 gallon water buckets per 10 X 10 tent)) to secure your tent. Tents cannot be secured to street poles, lamp posts or other private property. Tents cannot be staked.
- 11) ___ Booth space must be manned during all event hours.
 - a. See Event description for specific event hours.
 - b. Set up begins at 7:00 AM
 - c. Tear down will occur promptly at 7:00 PM and clean up must be completed before leaving the event area. Officer at the street barricade will control when and how vendor vehicles are allowed into the event area.

Please return this application and booth fee no later than 10 days prior to the event you are applying for. Spaces are available on a first come first serve basis; and return vendors receive priority space selection.

Return the application to:

West End Pub
Attn: Michelle Chennault
1801 N. Lamar, #100
Dallas, TX 75202

Email to: michelle@westendeventsdallas.com

Fax to: 972-264-8264

Preferred Payment Via PayPal - email address: michelle@westendeventsdallas.com

Make Checks Payable to: (a personal check will not be accepted within 10 days of event)
EnterAction Events and Marketing