

2016 WurstFest Vendor Guidelines

WurstFest Details

Date: Saturday, September 10, 2016

Location: Downtown Mansfield

109 N. Main St. (in front of Farr Best Theater)
Mansfield, TX 76063

Hours: Setup: 10a-1p

Open to Public: 2-10pm

Breakdown: 10-11pm

General

- WurstFest is a juried vendor fair. Only Applicants that have submitted an application and have been accepted as a vendor will be permitted to participate as vendors in WurstFest.
- Submission of an application does not guarantee acceptance, nor does previous participation in a City of Mansfield event. Each event is considered separately.

Application Process

- Each proposed vendor must submit a completed Vendor Application for WurstFest. All applications must be received no later than Saturday, July 23, 2016. Max of 2 booths per company.
- Notification: All applicants will be notified of their application status no later than Wednesday, July 27, 2016.
- Wait List: A wait list will be established for Applicants after the capacity has been met. Applicants will be notified of their acceptance as a vendor in WurstFest, if a spot becomes available. Payment will be due at time of acceptance.
- Fees: All fees of accepted vendors will be due by Wednesday, August 3, 2016. Payment is **NOT** due with submission of an application. Accepted vendors will be able to make payment via phone or in person at the Mansfield Activities Center (MAC).
- Please read the application carefully. Incomplete applications may not be considered.

Booth Assignments / Set-up

- Booth set-up time will be provided to Vendors from 10am-1pm. All Vendors must be set up by 1pm.
- Please do not move to another booth space or swap booth locations with another vendor. Booths are carefully assigned to avoid direct competition.
- One vendor per direct sales company will be allowed (not all companies guaranteed a booth).
- Entry, unloading, and parking arrangements will be sent in more detail to selected vendors closer to the event.
- All vendor booths will be 10'x10' outdoor booths. **All vendors must have a tent and light for their booth** by either bringing a light source and tent OR by renting from the City of Mansfield as designated on the Vendor Application. Vendors may bring a quiet generator (one that does not disturb your neighbor) or rent electricity from the City of Mansfield as designated on the Vendor Application. If generator is too loud, electricity must be purchased on-site (staff decision is final).

Booth Guidelines

- Each Vendor shall operate its business during WurstFest in a good and workmanlike manner, using best efforts to comply with applicable rules and regulations and protect the safety and welfare of the patrons, invitees, and guests of the City of Mansfield.
- Each Vendor is responsible for delivery, assembly, maintenance, disassembly, and removal of all its property, including without limitation: booth set-up, booth break-down, and booth clean-up. Each vendor shall operate its business during **ALL** hours of WurstFest.
- **Each Vendor shall display and offer for sale only such merchandise as identified in its Vendor Application.** WurstFest staff reserves the right to refuse any display or items sold deemed inappropriate. The staff decision is final.
- Each Vendor shall, at all times, be and remain responsible for its own booth and all property located therein, including without limitation, display equipment and materials, merchandise, inventory, and money. No insurance of any kind will be furnished for the Vendor. WurstFest or the City of Mansfield will not be able to make change.

- **Sales:** All proceeds of a Vendor's sales shall be retained by the Vendor. Each Vendor is responsible for collection and remittance of all taxes relating to its sales and for indemnification of and hold the City of Mansfield and WurstFest harmless from any failure by the Vendor to collect and remit such taxes in accordance with applicable law. The City of Mansfield does not guarantee sales at WurstFest.

Clean-up

- No Vendor will break-down before 10pm. Each Vendor must vacate the premises by 11pm.
- You may leave all rented items in your booth space.
- Booth area must be left clean. Trash must be left in receptacles or carried out.

Cancellations

- If you need to cancel your Vendor Application before the application deadline, please notify us as soon as possible.
- No refunds will be made to Vendors who cancel after they have been accepted to WurstFest and have paid.
- If you cannot make it on the day of WurstFest, call 817-728-3680 or email mary.jones@mansfieldtexas.gov as early as possible (no refunds will be issued).
- WurstFest will go on rain or shine. No refunds will be issued due to bad weather.

Parking

- We will have designated vendor parking. If accepted, vendors will be notified of where to park.

Miscellaneous

- **Marketing:** The City of Mansfield will be advertising with Pandora Music, 95.9 The Ranch, and 92.1 Hank FM, DFW Craft Shows, along with local flyers. Vendors are encouraged to market and promote their business and events via their social media, customers, and word of mouth to contribute to the success of the event.
- **Vendor Health Permits:** Vendors selling a food product of any kind are responsible for knowing and abiding by the policies set forth by Tarrant County Health Department. Vendors will be required to display a current Health Permit issued by Tarrant County.

Please keep the Vendor Guidelines for future reference and for your records.

Statement of Release

I have read the rules and regulations of WurstFest and agree to abide by the established rules. I understand if I do not abide by the rules and regulations, I will be asked to remove all merchandise and a refund will not be issued. I realize that if I cancel my registration, I will not be issued a refund. I hereby release the City of Mansfield and WurstFest staff, its employees, agents, and volunteers from all responsibility in the event of a personal injury, or loss, damage, or theft of merchandise.

Signature

Date

Print Name

Business Name