

Hill Country Fun Fest

Vendor Guidelines and Policies

Wednesday, July 3, 2024

5:00 pm - 10:00 pm

Jumbo Evans Sports Park, 101 Jumbo Evans Blvd

Spring Branch Texas 78070

1. Booth spaces are assigned on a first-come, first-served basis through the Spring Branch Tennis Association (SBTA) ONLY. Placement will be at the discretion of SBTA.
2. SBTA reserves the right to limit the number of vendors in a category...i.e., jewelry, informational, food, etc.
3. All informational vendors will be required to offer a kid's activity.
4. No refunds will be given due to inclement weather.
5. Booth spaces are approximately 12'X20' and are in the grassy area within the park. Vendors must provide their own protection from the elements. A canopy is recommended. For safety purposes, we require that tent legs be weighted down with at least 40 lbs. per tent leg.
6. There is **no electricity available for vendors**, and lighting is very minimal. Please provide your own battery-operated lighting.
7. Vendors are not allowed to roam the grounds and solicit sales or distribute flyers or merchandise.
8. Arrival -all vendors are expected to operate for the full duration of the Hill Country Fun Fest. **NO LATE ARRIVALS! All vendors must be in the vendor area by 3:30pm, or they will be considered No Show** NO REFUNDS GIVEN.
9. Departure - No takedown prior to 9:30 PM. No vehicles will be allowed to enter the Booth area from 4:00 PM to 10:15 PM. Vendors may not drive vehicles out until 10:15 PM after the crowd.
- 10.Booths in Kids Zone will close at 9:00 PM
- 11.Pictures of crafts or items to be sold must be provided digitally with the application form. SBTA reserves the right to make final decisions regarding acceptance. This is a family event, and we ask that all art/merchandise be in

good taste and appropriate for minors. Items should NOT display nudes, profanity, obscenity, or objectionable materials.

12. A picture of the complete booth/truck set up must be provided digitally. Please show a hitch if applicable. Also, include which side of the vehicle you serve food from where applicable (drivers or passengers.) SBTA reserves the right to ask a vendor to remove specific items or entire booths for failure to comply with these guidelines, and NO REFUND will be given.
13. We do require any for-profit business that is selling items in their booth at the event to provide us with their Sales Tax Number. For information regarding this requirement, please refer to <http://comptroller.texas.gov/taxinfo/sales/new.business.html>
14. For Vendors selling home-made food items, be advised that we are not responsible, nor do we have any knowledge about the lawful manner to do this. We simply are providing a rental space for the day. All food permitting guidelines/laws of Comal County shall be followed. For information, see <http://texascottagefoodlaw.com>
15. Your reservation is not final until payment has been received by SBTA. A confirmation email will be sent to you within a week of receipt. Booth assignments and final instructions will be sent the week of the event.
16. Vendor Parking will be provided. PLEASE USE IT! Due to limited parking area, **Vendors will only be allowed 2 vehicles**. All others must pay to enter and park in regular event parking.
17. Each Vendor is responsible for the removal of their booth and all trash/garbage prior to leaving for the day. There will be a \$50.00 cleaning fee collected if this is violated.
18. Alcoholic beverages of any kind are not allowed. Food and drinks will be sold. Vendors may bring food/drink for personal consumption. Smoking is not permitted in the booth areas.
19. Entry fees will not be refunded.
20. Infractions: Failure to comply with any of the above guidelines or policies will result in the permanent removal of your name from the SBTA vendor list. Our policies are for the safety and courtesy of all the shoppers and vendors within the booth areas. Your cooperation will be appreciated.

Any vendor questions, contact the SBTA office at 830-205-1150 or e-mail us at admin@hillcountryfunfest.com

I have read all vendor guidelines and agree to abide by them. I will also read all e-mails regarding HCFF'24. I will also Follow set up/break down instructions.

Name _____ Date _____