



APRIL 21 & 22, 2018

**Terrell Heritage Jubilee
Arts-Crafts Guidelines / Information**

Please read and follow the guidelines shown below. We believe your full cooperation along with extra effort by us will save everyone from having unnecessary complications.

General Information:

- **Vendors contracts are due no later than Friday, February 23, 2018.** A late fee of \$25.00 will be added after deadline. Registration received after that will be assigned space upon availability. Retain a copy for your records.
- Terrell Heritage Jubilee (THJ) will evaluate the applications and determine if the merchandise is applicable for the Heritage Jubilee based on the following categories: Art, Craft, Jewelry, and General Merchandise. Please include an **entire list** of items you will be selling and provide a photo of your items and booth to be considered for admission to the Heritage Jubilee. Vendors may not sell drinks or food in the Arts & Craft area.
- **Cost of booth space - \$100**
 - Limited electricity (on a first-come, first-serve basis) is \$25 (110V). Be prepared to provide your own cords. No vendor may have more than one (1) electrical outlet per booth. No auxiliary power source will be permitted in the arts & craft area.
 - Your entire booth operation, including ropes, tent pegs, etc., must fit into your 10'x10' booth space. You may purchase another full space if you feel you need the extra space. There is no discount for multiple spaces. You will be charged accordingly. Please clearly state your need on your contract.
- All sales taxes, income taxes, FICA or other withholding taxes arising out of or in connection with vendor's use of exhibit space are the sole responsibility of the vendor in compliance with Texas Law.
- Vendor spaces will be assigned at the discretion of the Chamber of Commerce. All efforts will be made to accommodate requested spaces, but will not be guaranteed.
- All exhibits must be in good taste and suitable for family viewing. **Items not allowed are:** garage sale items, fire crackers including but not limited to smoke bombs, snap poppers, stink bombs, guns or toy replica guns. Handmade wooden guns may be approved – see event coordinator.
- Many spaces are not shaded, be prepared to provide yourself with shelter from the elements.

- **Setting up / Taking down:**
 - Vendors may check in during the designated times:
 - Friday beginning at 2:00 p.m. – 7:00 p.m.
 - Saturday (6:00 a.m. – 8:30 a.m.) NOTE: All vendors must be set up and open for business no later than Saturday morning, 9:00 a.m. **The road will be closed at 8:30 a.m. to access your booth space.**
- **When you set up unload everything from your vehicle and take to your booth area, THEN move your vehicle to vendor parking before setting up your booth. DO NOT leave your vehicle in the unloading area. Please be considerate to your fellow vendors.**
- No changes will be made in any vendor location without the approval of the Heritage Jubilee Chairperson. Each vendor must provide everything necessary for the display and sale of their work (tables, tent, tools, etc.). **NOTE: VENDORS ARE NOT ALLOWED TO BEGIN CLOSING FOR BUSINESS UNTIL 5:00 P.M., SATURDAY AND 4:00 P.M. SUNDAY.**
- Loading and unloading area will be designated. After unloading, NO VEHICLES will be allowed in the vendor area. There will be designated vendor parking. Vendors will not be allowed to load / unload their vehicles during the designated “SALE” times | Saturday (9am-5pm) Sunday (10am-4pm).
- **When you tear down, pack everything up, take down your tent, then go get your vehicle and load it up. DO Not leave your vehicle in the loading area blocking others while you tear down. Please be considerate to your fellow vendors.**
- The Heritage Jubilee will NOT be cancelled. Rain or shine we will be here! No refunds will be made to vendors.
- There will be designated parking lots for vendors as well as visitors to the Jubilee. Police will direct traffic. The road through the park will be closed to through traffic and limited to Jubilee use ONLY. Handicap parking for visitors will be provided.
- Port-a-lets will be provided for your convenience.
- Other events include: 5K, Quilt Show, Business & Health Expo, State BBQ Cook-off, Carnival, entertainment by the minute, and MUCH, MUCH more!
- **RV Information:**
 - Free limited parking for motor home, camper trailers, and other vehicles is available in designated areas. Only self-contained vehicles are allowed. You may park anytime beginning at 5:00 p.m. on Wednesday, April 18, 2018. There are three (3) additional RV parks available in Terrell, as well as a number of hotels in the area.
- Police security will be provided Friday and Saturday nights. The Heritage Jubilee Committee and the Terrell Chamber of Commerce CVB will not be held responsible for theft or loss of merchandise.

NOTICE: The Terrell Chamber of Commerce Convention & Visitors Bureau and the Terrell Heritage Jubilee Committee reserves the right to screen and reject any items / vendors felt not to be in the best interest of the show.

Chamber of Commerce Convention & Visitors Bureau
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