

First Capitol Trade Show

(Formerly Red, White & Blue Trade Show)

Policy & Procedure Guidelines

Vendor Space Rental:

1. Indoor and outdoor booth spaces are available by submitting application by September 4th, 2015 deadline. Any application submitted after deadline must first confirm availability by calling Sharon Williams at (979)549-6302 and will be subject to the \$10 late fee.

Fees:

1. Inside w/Electrical \$60.00 per space
2. Pavilion w/Electrical \$50.00 per space
3. Outside w/Electrical \$40.00 per space
4. Outside w/o Electrical \$30.00 per space
5. Late Vendor Reservation cost per space + \$10.00 Late fee
6. Non-profit - 50% discount on one booth limit (Inside booths excluded)

Payment Procedures:

1. Check or money order is acceptable for payment. Mail application and payment to First Capitol Trade Show c/o City of West Columbia, PO Box 487, West Columbia TX 77486. All payments must be received with application. Checks shall be made payable to City of West Columbia and must include a TX Driver License number and date of birth.
2. No refunds will be given due to adverse weather conditions. Rain or shine, the show will go on.

Inspected Food Vendor:

1. Contact information, food specialty, menu, pictures of food unit and electrical requirements are necessary information on the application description.
2. Food Vendors are not allowed to sell soft drinks or water.
3. Food Vendors are limited to four (4) food items.
4. A Temporary Food Establishment Permit is required to be posted at your booth if selling for profit. The permit may be obtained from the Brazoria County Health Department (979)864-1600 for a \$40 fee. The Health Department does not require non-profit groups who prepare food to obtain a permit. You will be required to have your state issued Non-Profit status notification posted at your booth if you do not submit proof with your application prior to event. This may be emailed to tradeshow@westcolumbiatx.org prior to the event.

Non-Inspected Food Vendor:

1. Sells pre-packaged, sealed items such as candy bars, etc. with labeled ingredients.
2. No sampling of food is permitted.

General Policies for All Vendors:

1. Trash – All vendors are responsible to bag trash, breakdown boxes and place trash in and around receptacles.
2. The vendor must provide all booth material such as awnings, display equipment, tables, chairs, extension cords, generators, etc. All electrical cords must be taped down to avoid tripping hazard.

3. Set-up for indoor spaces will begin Friday, September 11th from 3:00PM to 7:00PM and the buildings will be locked and secured by 7:30PM. Indoor vendor set-up will continue on Saturday, September 12th with building being unlocked at 7:00AM and must be completed in time for sales to begin at 9:00AM.
4. Set-up for outdoor spaces will begin Saturday, September 12th at 7:00AM and must be completed in time for sales to begin at 9:00AM.
5. ALL VENDOR VEHICLES MUST BE PARKED IN THE DESIGNATED VENDOR PARKING AREA NO LATER THAN 8:30AM.
6. Vendors may not impair other booths with signage, displays, etc.
7. Vendors will not be allowed to relocate once a booth location has been assigned. No exceptions.
8. Vendors are encouraged to remain open from 9:00AM until 4:00PM, but may begin tear-down after 3:30PM if desired.
9. Any persons or group wishing to sell merchandise, collect money for charities, or dispense information must rent a space or spaces and stay within that assigned space. Walking through or standing in the lots or non-assigned space to solicit money or sell items is strictly prohibited.
10. Vendors are responsible to secure their product during the event. No security will be provided.
11. Vendors will keep all profits from sales.

Liability Issues:

1. City of West Columbia is not responsible for any loss due to weather, accidents or theft of any property or merchandise on the American Legion grounds.
2. City of West Columbia is not responsible for the quality of merchandise bought or sold.
3. City of West Columbia is not responsible for any injury that occurs on the American Legion grounds.
4. Animals allowed on American Legion grounds must remain on a leash at all times and have current vaccinations displayed. Animals can not be sold, traded or given away.
5. Prohibited items (Items that may not be sold at Trade Day) are:
 - a. Ammunition or guns
 - b. Alcohol or Tobacco products
 - c. Illegal knives and/or weapons
 - d. Drugs or Drug Paraphernalia
 - e. Pornography
7. All vendors must have a current TAX ID number issued by the State of Texas (free). Call the State Comptroller's Office (800)252-5555 for more information or obtain online at www.window.state.tx.us/taxpermit/. According to the Sales Tax statutes, vendors are responsible for reporting their own total sales and taxable sales. Operating without a sales tax permit is a crime punishable by a fine of up to \$500 per day. This may be emailed to tradeshow@westcolumbiatx.org prior to event.
7. Any vendor found to be in violation of any policies contained therein or any others that are imposed by the City of West Columbia and/or State of Texas may be asked to leave the American Legion grounds without refund.