



Name _____

Business Name _____

Mailing Address _____

City _____ State _____ ZIP Code _____

Telephone: Home _____ Cell _____

E-mail Address _____

Brief description of products(s) and attach photograph of items to be sold: _____

Silent Auction: As part of an additional fundraiser, we are asking each vendor to consider donating an item to be used in our Silent Auction at the First Capitol Trade Show. If you are interested in participating, please provide a description and dollar value of item to be donated. Funds raised from Silent Auction will be utilized toward all West Columbia Parks.

I will donate an item: _____ Yes _____ No _____ Value: \$ _____

Description of donation: _____

See First Capitol Trade Show Policy and Procedure Guidelines for all set-up rules, regulations, and misc. information.



Take it Outside!
Parks & Recreation
West Columbia Texas

VENDOR NAME: _____

Booth Fees Included one 10 ft wide by 8 ft deep booth:

Inside w/Electrical \$60 x _____ = \$ _____

Pavilion w/Electrical \$50 x _____ = \$ _____

Outside w/Electrical \$40 x _____ = \$ _____

Outside w/o Electrical \$30 x _____ = \$ _____

Non-profits eligible for 50%
discount on one booth limit
(**Inside excluded**) \$ _____ x 50% = \$(_____)

\$10 Late Registration Fee (if submitted after 9/4/15) \$ _____

Total Enclosed \$ _____

Food Vendors Only (See Policy & Procedure Guidelines):

Inspected Food Vendor Non-inspected Food Vendor

*Food vendors must purchase appropriate size booths and will be located in the courtyard with picnic tables available for customers in the center. Activity type vendors with blow ups or other large items must include necessary safety clearances when purchasing booth sizes. The West Columbia Parks Board reserves the right to reject an application if the submission is deemed unsafe.

The West Columbia Parks Board

Please send completed Application, Policy & Procedure Acknowledgement, copy of state issued Tax ID number, county issued Temporary Food Establishment Permit (if applicable), copy of state issued Non-Profit status (if applicable) and check or money order payable to the City of West Columbia to:

First Capitol Trade Show
c/o City of West Columbia
P.O. Box 487
West Columbia TX 77486.

Vendor Signature: _____ Date: _____



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