

Charlie Diggs Entertainment and Promotions Vendor's INFORMATION PACKET

RULES AND REGULATIONS

Details

- Vendor spots vary in price by event and size of the spot
- The total number of vendors may be capped
- This does not include food vendors and food trucks.
- Location of vendor booth will be chosen by event staff.
- Booths will be 10x10, 10x20 or 10x30.
- Event will not have duplicate vendor organizations if less than 50 vendors .
- If multiple vendor organizations of the same type register and pay, the first to pay will be accepted and others will receive refunds.
- Organizations are first come, first serve by payment received.
- Types of merchandise sold must be included in the application and approved by the festival.
- No food or beverages are allowed to be sold by non-food vendors. Contact vendor@charliediggs.com for additional options.
- Vendors may not sell drug paraphernalia, guns, fireworks, weapons, or apparel displaying profanity or sexually-explicit items.
- It is the vendor's responsibility to adhere to city and state tax guidelines in the collection and payment of sales tax.
- Non-profit organizations are required to submit their tax-exemption certification to vendor@charliediggs.com upon approval of their application.
- Event does not provide tents, tables, chairs, electrical, water, etc.
- Deadline to register for vendor booth is TBA.
- Each vendor registration will include:
 - 10x10 – 2 Passes
 - 10x20 – 3 Passes
 - 10x30 – 4 Passes
 - Any additional workers for the vendor must purchase a pass for entry to the event.
- Vendors must supply their own equipment.
- Holes, dug pits, or open flames in boxes are not permitted.
- Exterior décor and interaction with the public must be appropriate for viewing by a public audience of all ages and may not consist of material having a political, religious, discriminatory, or lewd nature.
- Charlie Diggs Entertainment and Promotions will not be responsible for theft or damage.
- Charlie Diggs Entertainment and Promotions reserves the right to make additional changes to the rules and regulations.
- Those attending or participating in the event are required to wear family friendly and appropriate clothing at all times. (No one will be admitted without shorts, shoes or shirts)
- Excessively loud music, horns, air horns, etc. are strictly prohibited.
- Service animals only are allowed on the fair grounds.
- Charlie Diggs Entertainment and Promotions will not be responsible for any injury caused by or to an animal or person.
- Charlie Diggs Entertainment and Promotions reserves the right to refuse to rent a space or spaces to a vendor that has previously been in violation of a state law, city ordinance, festival rule or other conduct deemed to be contrary to good order and discipline or the family nature of the event's activities. The

decision of Charlie Diggs Entertainment and Promotions will be final as to all judgements resulting in a refusal to rent. A vendor under a different name will be deemed to be the same vendor as was refused rental if it has the same owner as the vendor being refused.

- Violation of any Rules or Regulations in this document are grounds for expulsion.
- Space number signs should remain visible at all times.
- Special Events General Liability policy will be effective to insure the event. If vendors desire their own coverage, they are to consult with their insurance agent.
- All materials are subject to search.
- All sales and soliciting must take place within your booth space or the area immediately in front.
- No subleasing of booths is allowed.
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Vendors must commit to all days of a festival.

SETUP/TEAR DOWN

- Setup can begin on TBA.
- Setup must be complete by one hour before gates open
- Tear down can begin on TBA
- Each vendor is responsible for fully cleaning their entire booth space(s).
- CHARLIE DIGGS ENTERTAINMENT AND PROMOTIONS IS NOT RESPONSIBLE FOR CLEAN UP OF SPACES.
- If a space is not clean at the end of the event, the vendor is subject to exclusion from subsequent year's events.
- Before leaving the property, you must have Staff inspect your booth area.
- It is the responsibility of each vendor to get their tent located correctly and a vendor representative must be present while a tent is being erected. If a tent is set up outside a vendor's allocated space, the vendor bears all responsibility to ensure correction of tent placement.
- Personal "pop up tents" will be allowed.
- All tents must have weights on each leg to anchor them into the ground. No stakes allowed No Exceptions.
- No hay, straw, shavings or similar combustible materials are allowed.
- Each vendor with water required must furnish their own drain line and water overflow must be drained into a concealed container.
 - Disbursement of drain water is the vendor's responsibility.
 - Under no circumstances may drain water be drained into adjoining vendor's booths.

Traffic

- One vehicle with small trailer access is allowed inside the gates during these times ONLY:
 - TBA
- We suggest a dolly be used for items if needed from parking areas outside of times listed above.
- Vendor parking areas will be communicated the week of the event.
- Vehicles left inside event gates after designated times will be removed by a wrecker at the owner's expense.
- Under no circumstances will any vendor be allowed to use: golf carts, motor vehicles, carts, bicycles, roller skates, skate boards, scooters, segways, remote-controlled toys, drones, motorized coolers or any type of transportation, with the exception of wheelchairs for handicapped individuals. Use of any of the above mentioned items would justify vendor disqualification.
- Props, trailers, tents, covering or any other part of vendor's equipment must not exceed the boundaries of the assigned space.
- Vendors may not extend, under any circumstances, into any utility alleys created between, behind or

beside booth spaces. All power alleys and easements must be left clear and open at all times, including during move in.

Other

- No bands, music, or entertainment shall interfere with the event's scheduled line-up.
- Any vendor having inappropriate entertainment, contests, sales, raffles, etc. may be asked to leave.
- The various logos of the Charlie Diggs Entertainment and Promotions events are registered trademarks and copyrighted. They can NOT be used under any circumstances without prior written permission.
- Vendor passes cannot be sold and do not include gate admission.
- Security will be provided during gate open times.
- Any vendor requiring additional security is advised to hire their own private security. 24 hour security for vendors will NOT be provided.
- Vendors have the option to provide their own secured containment if necessary.
- No refunds of any kind will be given back, due to any cancellation beyond our control.

Safety

- All emergencies should be reported to Safety and Emergency Personnel onsite. If necessary, call 911.
- Severe Weather Plan will be monitored and communicated by Safety and Emergency Personnel.
- First Aid locations will be available and communicated for exact location.
- Whisper-quiet type generators are allowed. Event staff will pre-approve all generators.
- Each vendor who utilizes a diesel generator, electrical hook-up or propane tank shall have a 5 lb multipurpose ABC or BC fire extinguisher readily available. Any use of a fryer will require a Type "K" extinguisher in addition to the ABC extinguisher.
- Fire extinguishers must be inspected and tagged (within the past year) by a fire equipment company in the State of Texas (see attached Fire Marshal's check list), or must have a purchase receipt for the extinguisher(s).
- Vendors must abide by all local and state regulations from Fire Marshal.
- Trash cans/dumpsters will be provided.

Refund Policy

- Refunds are available only under the following circumstances
 - The Vendor has registered and paid but cannot be accepted for any reason
 - If the website where the sign-up form is located has noted a certain type of vendor cannot be accepted and a vendor signs up and pays anyway, a refund will be allowed minus a 5% service fee. If not noted, the refund will be in full.
 - The event has been cancelled for any reason
 - Any other refund request is at the sole discretion of the event organizers.
- Refunds are not offered for:
 - Bad weather
 - Poor event attendance
 - Personal conflicts
 - A vendor being excluded or removed due to a violation of rules and regulations
 - Any other reason not listed in the above section that outlines the circumstances for which refunds are offered.

Food Vendor Specific Items

- All Food Vendors must have the applicable local permits
- Food Truck must be 100% self contained.
- Location of Food Vendor spot will be chosen by event staff.

- Event will have up to 1 duplicate cuisine types and the locations will be separate
- Vendors are first come, first serve by payment received.
- Deadline to register for food vendor area is TBA.
- Each food vendor registration will include four (4) passes any additional workers for the vendor must purchase an event pass.