# HEART O' TEXAS FAIR & RODEO
# OCTOBER 6-15, 2016

# 2016 COMMERCIAL EXHIBITS
# RULES & REGULATIONS

# 2016 HEART O' TEXAS FAIR & RODEO
# COMMERCIAL EXHIBITOR & FOOD VENDOR
# RULES & REGULATIONS

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## COMMERCIAL EXHIBITS/FOOD VENDOR/ATTRACTION
## 2016 TIMELINE

Deadline for previous vendors to renew for 2016……March 1, 2016

Applications and Final Payment due to the Heart O' Texas Fair & Rodeo Office..... August 15, 2016

Food Vendor Move-In Begins .....Monday, October 3, 8 a.m.

Sneak-A-Peek (Carnival Opens with Discount Armbands)……...…..Thursday, October 6, 6 p.m.

General Exhibits Building-Begin Move-In.....Wednesday, October 5, 8 a.m.

ALL Booth set-up must be complete.....Friday, October 7, 4 p.m.

**Health Department Inspections for Food Vendors**.....Thursday, October 6, 12:00 p.m.

& Friday, October 7, 12:00 p.m.

Booth tear-down begins.....Saturday, October 15, Midnight

### EXHIBITS DEPARTMENT CONTACT INFORMATION

Heart O' Texas Fair & Rodeo
Vicki Hobbs/Commercial Exhibits Manager
4601 Bosque Blvd.
Waco, TX 76710
Vicki@hotfair.com

# HEART O' TEXAS FAIR & RODEO
# COMMERCIAL EXHIBITOR & FOOD VENDOR
# GENERAL RULES & REGULATIONS

The Heart O' Texas Fair & Rodeo has established rules for Commercial Exhibitors and Food Vendors not to prohibit sales, but to allow for a safe and attractive environment for the fair going public's experience. The rules and regulations provided are intended to ensure a level playing field for all Commercial Exhibitors/Food Vendors while providing a quality and safe product for the public. Your success is the Heart O' Texas Fair & Rodeo's success, and to ensure such, everyone needs to understand these rules and regulations.

1. **Interpretation and Violation of Rules:** The Heart O' Texas Fair & Rodeo Management reserves the final and absolute right to interpret these rules and settle and determine all matters, questions and differences in regard thereto or otherwise arising out of or connected with, or incident to, and to amend or add to these rules as its judgment may determine. Any Commercial Exhibitor/Food Vendor who violates any of the rules will forfeit all privileges and be subject to such penalty as the Executive Committee may order.

The Heart O' Texas Fair & Rodeo Board of Directors Executive Committee shall have the further right to delegate any or all of the rights, authorities and responsibilities which it has under these Rules to such Show Officials as it deems appropriate.

2. **Application:** The Application form is available for download at www.hotfair.com. The Application deadline is August 15, 2016. Applications must be submitted to Heart O' Texas Fair & Rodeo – Vicki Hobbs, 4601 Bosque Blvd., Waco, TX 76710. **Commercial Exhibitors/Food Vendors will not be considered without a completed and signed Application, deposit and photos of your exhibit. Approved Applications received by August 15, 2016 will receive prime access to preferred booth space. Remaining booths will be assigned for Applications received after August 15, 2016.**

3. **Background Checks:** The Heart O' Texas Fair & Rodeo reserves the right to conduct background checks on any individuals and/or Commercial Exhibitor/Food Vendor. If the background check results do not comply with the Heart O' Texas Fair & Rodeo policies and standards, then the Heart O' Texas Fair & Rodeo Management has the right to revoke the contract and any payments made to the Heart O' Texas Fair & Rodeo shall be forfeited.

4. **Photo of Booth Requirement:** Each Commercial Exhibitor/Food Vendor must provide an exact photo of the booth they intend to bring to the event. Photo must be included in Application. If the booth at the event does not represent the submitted photo, then the Heart O' Texas Fair & Rodeo has the right to remove the booth from the premises and revoke the contract and any payments made to the Heart O' Texas Fair & Rodeo shall be forfeited.

5. **Acceptable Items for Sale or Display:** All items to be sold or displayed must be listed on the Application when submitted to the Heart O' Texas Fair & Rodeo Office. The Heart O' Texas Fair & Rodeo Management will review the list and return a copy of the form to Commercial Exhibitors/Food Vendors with a list of approved items for sale or display if the Application is accepted. Once a contract is issued, you may not display or sell any additional items without approval from the Exhibits Manager. Please be specific on the Application. General words such as "handcrafts, t-shirts, sweatshirts, clothing, toys, hats, novelties, gift items, accessories, jewelry, imports," etc. are not acceptable. You may use an additional sheet to describe your items if there is not enough room on the Application. The Heart O' Texas Fair & Rodeo Management will periodically monitor Commercial Exhibitor/Food Vendor booths to ensure that only approved items are being sold or displayed. Failure to comply with this rule will result in immediate eviction from the grounds and forfeiture of all fees paid.

6. **Offensive Items:** The Heart O' Texas Fair & Rodeo Management reserves the right to prohibit the sale, rental or display of any item that the Heart O' Texas Fair & Rodeo Management reasonably deems objectionable from the standpoint of taste, quality or compatibility with the Heart O' Texas Fair & Rodeo mission. Some items that will not be considered for sale, give away or rental include but are not limited to: weapons of any kind, lasers, high powered water guns, rubber band guns, toy guns, products made from any endangered animals, unsafe, obscene, pornographic or drug related items.

7. **Electrical Reservation:** Wall outlets and post outlets are part of all inside booth spaces. Commercial Exhibitors in the Exhibit Hall are strongly encouraged to use fluorescent lighting for their booth. All Food Vendors need to clarify on the Application the type of electricity needed for an additional charge.

8. **Contract Execution:** If a Commercial Exhibitor's/Food Vendor's Application and deposit are accepted, the Heart O' Texas Fair & Rodeo will send the Commercial Exhibitors/Food Vendors a formal contract for signature. The Commercial Exhibitor/Food Vendor will have 14 days to sign and return the contract. The remaining balance is due to the Heart O' Texas Fair & Rodeo office no later than August 15, 2016. Applications accepted after August 15, 2016 must be paid in full upon receipt of signed contract. Failure to respond by appropriate deadlines will result in cancellation of booth and forfeiture of any deposit.

9. **Liability Insurance:** You will be required to purchase insurance thru the Heart O' Texas Fair & Rodeo for an additional $100. **THIS INSURANCE IS MANDATORY!**

10. **Booth Staffing Requirements:** It is the responsibility of the Commercial Exhibitor/Food Vendor to ensure that their booth is staffed at all times during the shows hours of operation. Booths that do not comply will not be allowed back to future shows on the fairgrounds.

It is also the Commercial Exhibitor/Food Vendors responsibility to make sure that all employees are familiar with the Rules and Regulations, knowledgeable about the products or services sold in the booth, appropriate in appearance, and courteous to all show visitors, exhibitors, staff and volunteers.

11. **Refunds: There will be no refunds, for any reason.**

Heart O' Texas Fair & Rodeo requests that all Commercial Exhibitors/Food Vendors have a reasonable return/refund/exchange policy for customers during the Fair. If refunds are not offered by Exhibitors, signage must be clearly displayed in the exhibit booth/space stating that refunds are not offered.

12. **Returned Checks:** If you write a check that is returned for any reason, your check writing privileges will be lost and a fee of $50.00 will be charged. Any future payments to Heart O' Texas Fair & Rodeo must be done by money order, cashier's check or credit card.

13. **Alcohol:** ***NO*** Commercial Exhibitor/Food Vendor will be allowed to sell alcoholic beverages at any time. Commercial Exhibitor/Food Vendor is also not allowed to consume alcoholic beverages or be under the influence of alcohol while working on the Heart O' Texas Fair & Rodeo property.

14. **Advertising:** In order to retain consistency and "fairness at the fair" Commercial Exhibitors/Food Vendors are not allowed to advertise or promote their products in any Fairgrounds locations other than the ones designated within the agreement and all business dealings are to be conducted within the space designated within the agreement. ***No*** **shouting/loud or distracting music, voices or noises are allowed to attract visitors into your booth.**

The Heart O' Texas Fair & Rodeo and any other trademark or artwork used by the fair cannot be used on any products and/or marketing materials such as advertisements promotions, other forms or materials without written consent from the Heart O' Texas Fair & Rodeo Marketing Department.

15. **Use of Name or Official Logo:** No Commercial Exhibitor/Food Vendor may use the official event name, Heart O' Texas Fair & Rodeo, or its logo without prior written consent from the Heart O' Texas Fair & Rodeo Management. This includes the use of the names or logo for any marketing materials, media, or promotions.

16. **Third Party Relationships:** Commercial Exhibitors/Food Vendors may not endorse, display, promote or sell any third party relationships. Any violation of this will result in immediate removal of the conflicting booth from the grounds and the Heart O' Texas Fair & Rodeo will revoke the contract and any payments made to the Heart O' Texas Fair & Rodeo shall be forfeited.

17. **Pets:** No pets allowed on grounds.

18. **Prohibited Items:** No weapons of any sort, illegal substances, bicycles, motorized bicycles, skateboards, roller skates or pets are allowed within the Fairgrounds. No video cameras or recording devices of any kind are allowed in the Rodeo Arena.

19. **Security:** There will be 24-hour grounds security throughout the event. According to the terms of the contract the Heart O' Texas Fair & Rodeo assumes no responsibility for any items during Show hours, any items left before or after Show hours, or claims suffered by any loss or theft. Each Commercial Exhibitor/Food Vendor is responsible for their merchandise.

## OPERATIONAL RULES

20. **Check-in:** The following are guidelines put in place to make the arrival and setup of your space accommodating:

**All Commercial Exhibitors/Food Vendors must check in at the Exhibits Office located in the General Exhibits/Wild West Marketplace prior to beginning move-in or unloading exhibits/trailers.**

- Insurance Clearance
- Signed Acknowledgement & Understanding of Rules & Regulations Agreement
- Purchase additional parking passes
- Pay any remaining balances
- Texas State Sales Tax Number
- Show Packet will be provided (Each Commercial Exhibitor/Food Vendor will not receive the Show Packet or be able to set up the contracted space without meeting the requirements listed above).
- Exhibits Staff will escort you to your purchased location

**Food Vendor Move-In Dates:** Food Vendors may set up their booths beginning Monday, October 3, 2016 through Friday, October 7, 2016. **Food Vendors are given the special privilege of arriving on Monday at 8 a.m. for set-up.** Please do not arrive on the Fairgrounds prior to 8 a.m. Violation of this privilege will result in immediate cancellation of contract and forfeiture of fees paid. Food Vendors must be completely set-up and have their booth approved no later than 12:00 noon, Friday, October 7, 2016.

**Food Vendor set-up times:**

Monday, October 3, 8 am – 12 noon Thursday, October 6, 12 noon to exhibit during "Sneak-A-Peak".
Monday, October 3, 8 am – 12 noon Friday, October 7, 12 noon for fair.

**Commercial Exhibitor/Attraction Move-In Dates:** Commercial Exhibitors may set up their booths beginning Wednesday, October 5, 2016, 8 a.m. through Friday, October 7, 2016, 4 p.m. Please do not arrive on the Fairgrounds prior to 8 a.m., Wednesday, October 5, 2016. Violation of this privilege will result in immediate cancellation of contract and forfeiture of fees paid. Commercial Exhibitors must be completely set-up and have their booth approved no later than 4 p.m., Friday, October 7, 2016.

**Commercial Exhibitor set-up times:** Wednesday, October 5, 8 a.m. – 4 p.m. Friday, October 7, 2016

**Everyone MUST be completely set-up and approved by 4 p.m., Friday, October 7, 2016**
**There will be no additional set-up Saturday morning.**

21. **State Sales Tax ID Number:** Commercial Exhibitors/Food Vendors are responsible for displaying their Texas Sales Tax Permit and collecting sales tax on items sold. The Heart O' Texas Fair & Rodeo MUST have your number on-file in the office before you will be allowed to set-up. Permits may be obtained by calling: Comptroller of Public Accounts 800.252.5555.

*22.* ***Golf Carts, Scooters and other Motorized Vehicles: Must be off fairgrounds by 2 p.m. weekdays and 10 a.m. weekends.***

23. **Booth Identification Sign**: Each booth will be provided a sign identifying the booth by the **contract name**.

24. Each Commercial Exhibitor/Food Vendor will be required to purchase his and his employees, agents, or guest credentials for admission to the Fair, other than those complimentary credentials that come with the space. Parking (in any lot except gate 7) for commercial exhibitors/food vendors comes complimentary with your supplied credentials. Parking passes for gate 7 (behind the General Exhibits Building) are available for an additional price. RV parking (water and electricity only) and stock trailer parking is available for $20 a night and are on a first come first serve basis. NO ADVANCE RESERVATIONS WILL BE TAKEN!

**Each Commercial Exhibits booth receives: car passes (3) gate passes (3)**
**Each Food Vendor receives: car passes (3) gate passes (3)**

25. **Hours of Operation:** Failure to comply with this rule will result in immediate eviction from the grounds and forfeiture of all fees paid.

**Commercial Exhibitors/General Exhibits Building:**

| | |
|---|---|
| Friday, October 7 | 4 p.m. – 11 p.m. |
| Saturday, October 8 | 12 noon – 11 p.m. |
| Sunday, October 9 | 12 noon – 10 p.m. |
| Monday, October 10 | 2 p.m. – 10 p.m. |
| Tuesday, October 11 | 4 p.m. – 10 p.m. |
| Wednesday, October 12 | 4 p.m. – 10 p.m. |
| Thursday, October 13 | 4 p.m. – 10 p.m. |
| Friday, October 14 | 4 p.m. – 11 p.m. |
| Saturday, October 15 | 12 noon – 11 p.m. |

**Outdoor Food/Commercial Exhibitors:**

| | |
|---|---|
| Friday, October 7 | 4 p.m. – 12 Midnight |
| Saturday, October 8 | 12 noon – 12 Midnight |
| Sunday, October 9 | 12 noon – 11 p.m. |
| Monday, October 10 | 2 p.m. – 11 p.m. |
| Tuesday, October 11 | 4 p.m. – 11 p.m. |
| Wednesday, October 12 | 4 p.m. – 11 p.m. |
| Thursday, October 13 | 4 p.m. – 11 p.m. |
| Friday, October 14 | 4 p.m. – 12 Midnight |
| Saturday, March 15 | 12 noon – 12 Midnight |

26. **Special Deliveries:** Commercial Exhibitors/Food Vendors may ship deliveries to Heart O' Texas Fair & Rodeo, 4601 Bosque Blvd., Waco, TX 76710. Please make sure packages are shipped with the "contact person" listed on front of the package. Include the booth number on any packages. If you have deliveries that need equipment such as a forklift for unload or load you are responsible for arranging that equipment beforehand.

**SAMPLE LABEL:** NAME OF EXHIBITOR
BUSINESS NAME OF EXHIBIT with BOOTH NUMBER
C/O Heart O' Texas Fair & Rodeo
4601 Bosque Blvd.
Waco, TX 76710

27. **Cleanliness of Booth Area:** Each Commercial Exhibitor/Food Vendor is responsible for maintaining a neat and clean booth area. All garbage, boxes, materials, coverings and non-display items must be removed and all cleaning must be completed at least 30 minutes prior to opening each day. The Heart O' Texas Fair & Rodeo will provide trash receptacles throughout the grounds. The Exhibits Office should be contacted if an area needs to be mopped or a trash receptacle needs to be emptied. Please note that individual Food Vendors ARE NOT ALLOWED dumping ANY grey water tanks. If a grey water tank needs to be emptied prior to the scheduled service please contact the Exhibits Office.

28. **Screens:** Commercial Exhibitor/Food Vendor booths or stands must have visual screening to hide approved service and storage areas from public view. Screens must be designed to look like the booth. They must be big enough to surround the entire back service and storage area of the booth, stand or trailer. All trailers must have proper skirting around the perimeter to hide the undercarriage, wheels or chassis and trailer hitch.

29. **Signage:** Each Commercial Exhibitor's/Food Vendor's/ booth must post a sign, visible to the public, which states the company name, menu (if applicable), and prices. The signs must be of a professional nature. No handmade signs will be allowed. Menu and prices cannot change once the Application has been submitted and approved. Signs must be placed NO more than 3 feet from the trailers or booth space. SIGNS MUST REMAIN IN THE CONTRACTED SPACE.

30. **Decorating Services:** All indoor booths will be piped and draped (black) by a professional decorator service. The Heart O' Texas Fair & Rodeo. Draped tables, chairs, carpet, etc. may be rented directly from the decorator hired by the Heart O' Texas Fair & Rodeo. The fee for misc. will be priced through the professional decorator service. Additional information such as prices, etc. will be mailed to you in September. **PLEASE NOTE: INSIDE VENDOR SPACES ARE A STANDARD 10X10. SOME SPACES ARE IRREGULAR IN SIZE AS CONCRETE COLUMNS MAY BE PRESENT. PRICE WILL REMAIN THE SAME.**

31. **Health Code Requirements:** All Commercial Exhibits/Food Vendors that are selling/sampling food products must meet the McLennan County Health Department requirements. **It is the Commercial Exhibitor's/Food Vendor's responsibility to obtain a Food Permit if it is required**. Noncompliance with health codes is considered a breach of contract. A Health Permit issued by the McLennan County Health Department will be required at each location selling/sampling food products. **YOU MAY NOT OPERATE WITHOUT A VALID PERMIT**

32. **INSIDE VENDOR ITEMS:** We do not guarantee to only allow three (3) vendors of any type of item.

33. **Commercial Exhibit/Food Vendor Location:** It is the responsibility of the Heart O' Texas Fair & Rodeo to place all vendors. It is the right of the Heart O' Texas Fair & Rodeo to move any exhibit/concession to any location if it is in the best interest of the fair. This movement will be the sole decision of the Exhibit Manager.

34. **LIABILITY CLAUSE:** The Heart O' Texas Fair & Rodeo, its Directors and Officers will not be liable for any loss or damage to the property of the Commercial Exhibits/Food Vendors, or its employees, agents or guests due to fire, smoke, water, electric current or failure of the same, accident of any kind, nor from any other cause whatsoever. The Heart O' Texas Fair & Rodeo will not be liable for injuries of any Commercial Exhibits/Food Vendors, their employees, agents or guests, for damages or injuries arising from anyway connected with the use of occupancy of space in the show. The Commercial Exhibits/Food Vendor agrees to indemnify and hold harmless the Heart O' Texas Fair & Rodeo and its employees against any and all claims of any person whosoever arising out of acts or omissions of Commercial Exhibits/Food Vendors, its employees, agents and/or guests. Should premises be destroyed or damaged by fire, by elements of any other cause or should circumstances make it impossible for the Heart O' Texas Fair & Rodeo to provide such space contracted for during the part of the period covered by the Commercial Exhibits/Food Vendors contract for space, the Commercial Exhibits/Food Vendors shall be obliged to pay only for the period the space was or could be occupied by him and the Heart O' Texas Fair & Rodeo is released from any and all claims for damages which may result consequence thereof.

35. **Rain Information:** In the event of rain and/or muddy conditions on the fairgrounds, shavings will be available to all Commercial Exhibits/Food Vendors but **must be purchased at a discounted price**.

# Acknowledgement & Understanding of Rules & Regulations

I, _____, applicant for Commercial Exhibits/Food Vendor at the Heart O' Texas Fair & Rodeo, Waco, Texas, have read and agree to the 2016 Heart O' Texas Fair & Rodeo Commercial Exhibitor/Food Vendor Rules & Regulations as set for the in the Commercial Exhibits/Food Vendor packet. I understand that a violation of any of the rules and regulations will result in immediate cancellation of my contract and forfeiture of fees paid. I also understand that once all initial paperwork is processed and accepted by the Heart O' Texas Fair & Rodeo staff, a contract will be issued and must be signed and returned no later than the date posted on the contract to guarantee booth space.

_____ _____

Signature Date

**PLEASE MAKE SURE YOU HAVE THE FOLLOWING TURNED IN WITH THIS APPLICATION:**

1. **A completed Application and Deposit**
2. **Photos of your exhibit/booth set-up that you intend to bring**
3. **<u>COMPLETE LIST OF ALL PRODUCTS & SERVICES</u>**
4. **Copy of this page signed and dated (Includes previous vendors)**