



# LIVINGSTON MAIN STREET

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## 2018 Livingston Hometown Christmas Vendor Registration

Livingston Main Street is once again hosting Livingston's Hometown Christmas Festival on Saturday, December 8<sup>th</sup>, from 12:00 pm until 8:00 pm in historic downtown Livingston. The event will take place once again on Jackson Street next to City Hall. We have many activities planned to increase foot traffic and prolong attendance throughout the day including a Jingle Bell Fun Run, free carriage rides, quilt show, music, a lighted parade at 6:00 pm, and Santa from 7 pm – 8 pm.

Registration for new vendors will begin October 2, 2018. **Vendors MUST pay in full in order to reserve their space.**

Registrations can be completed by mailing your application and check (payable to Livingston Main Street) to the address listed above or stop by our office Monday – Friday from 8 am – 5 pm (closed noon to 1 pm for lunch). Credit cards are now accepted with a \$3 convenience charge.

**IMPORTANT CHANGES: Due to the cost to repair and replace canopies, the City will no longer provide canopies (tents).** Vendors are welcome to bring a 10' x 10' canopy WITH WEIGHTS.

### Vendor Fees

**Open Air Space** (\$65 each) - All vendors may bring their own tent/canopy with weights and must provide a valid Texas Sales Tax Permit

**Food Vendors** (\$80 each) – **Food vendors must have all necessary food permits and/or follow Texas Cottage Food Laws.** Vendors selling any food of any sort must register as a food vendor. Food vendors must bring their own tent/canopy with weights unless they have an enclosed trailer. Food vendors who sell out of a food truck/trailer must complete the Early Set Up Request form.

**PLEASE READ THE ENCLOSED VENDOR RULES & REGULATIONS FOR IMPORTANT INFORMATION REGARDING SET UP, HOURS OF OPERATION, REQUIRED DOCUMENTATION, ETC.**

We are looking forward to another enjoyable and successful Hometown Christmas. Please call us with any questions at (936) 327-3656 or stop by our office.

# 2018 Livingston Hometown Christmas

## Vendor Rules & Regulations

**IMPORTANT CHANGES:** Due to the cost to repair and replace canopies, the City will no longer provide canopies (tents). Vendors are welcome to bring a 10' x 10' canopy WITH WEIGHTS.

**Space Information:** Space numbers will be located on the pavement. All vendor spaces are 10' X 10' with a 20 AMP breaker. Vendors must provide all equipment necessary for their operation (canopy, power cords, tables, displays, signage, lights, etc.). All signs, displays, chairs and other property must remain within the confines of the booth. Vendors must choose from **ONE** of the following options:

- **Non-Food Vendor** (\$65 each) - All vendors must provide a valid Texas Sales Tax Permit and may bring their own tent/canopy with weights.
- **Food Vendors** (\$80 each) – **Food vendors must have all necessary food permits and follow Texas Cottage Food Laws.** Vendors selling food of any sort must register as a food vendor. Food vendors are required to bring their own canopy with weights unless they have an enclosed trailer. Food vendors who sell out of a food truck/trailer must complete the Early Set Up Request form (see Early Set Up section below).

**Sales Tax Permit Required:** Vendor is responsible for collection and payment of State of Texas Sales and Use Taxes on goods or services sold. For information, visit the Texas Comptroller of Public Accounts website or call (800) 252-5555.

**Set Up / Hours of Operation:** All vendors must be set up and ready for business by noon and remain open for business until 8:00 pm. Vendors may begin setting up no earlier than 9:00 am (early set up may be allowed with special permission). All vehicles must be out of the event area by 11 am for the safety of our Jingle Bell Run participants.

**Early Set Up with Prior Approval:** Set up before 9 AM on Saturday may be allowed for vendors **with prior approval**. All vendors with trailers/food trucks are encouraged to complete an Early Set Up Request Form and submit it along with their application. Vendors without trailers may also request permission by filling out the Early Set Up Request Form and submitting it along with their applications (submission of form does not guarantee early set up). Vendors given permission to set up early will be notified in writing.

**Take Down:** Booths **MUST NOT** be dismantled before 8 PM. Vendors who pack up before 8 PM may not be allowed to register for future events. Vendors must pick up all trash and completely clean their spaces before leaving the event.

**Vendor Parking:** No vehicles or trailers may be parked in the exhibit area. Vendor parking areas will be provided. There will be "Vendor Parking" signs to designate the locations and volunteers will be on-site to direct vendors to parking areas.

**Firearms & Alcohol Strictly Prohibited:** No alcohol or firearms shall be brought on the premises.

**No Refunds:** The vendor acknowledges that in the case of rain, severe or hazardous weather or any other act of God that may cause cancellation of the event, there will be no reimbursement of vendor fees.

**Terms of Payment:** All applications must be accompanied by payment in full and mailed to/dropped off at: Livingston Main Street 925 US 59 Bypass North, Livingston, TX 77351.

**Returned Checks:** There is a \$25 charge on all returned checks.

**Right to Refuse:** The City of Livingston reserves the right to refuse service/admission to anyone for any reason. Hometown Christmas should be an enjoyable experience for all involved, hostile, rude or inappropriate behavior will not be tolerated.

**Disclaimer:** We reserve the right to assign spaces and location on a space availability basis. We also reserve the right to make variations in space layout and space assignments as deemed necessary. At the discretion of the City of Livingston, exercised by its Police Department or the Livingston Main Street Manager, the Vendor's site may be immediately closed should a violation of these rules or regulations be observed, without further recourse by the Vendor. In no event will the Livingston Main Street or the City of Livingston, or any officer, agent or employee thereof, be liable for the safety of the property of the exhibitor, the agents, officers or employees of the exhibitor, for theft, damage by fire, accident or any other cause and the exhibitor hereby releases all such parties from any such claims of any kind and nature.

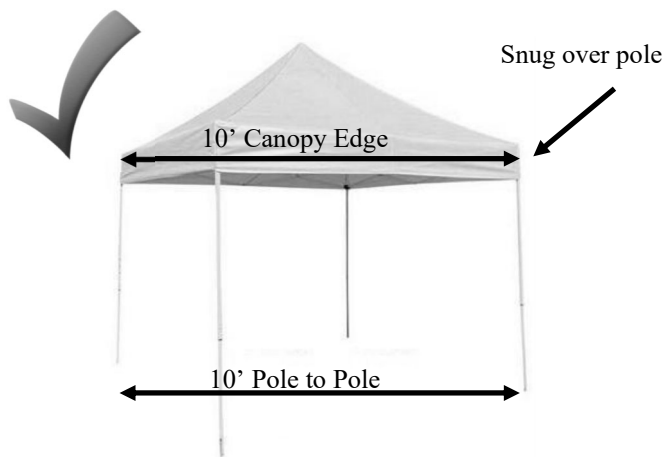
**For Questions:** Call the Livingston Main Street Office at (936) 327-3656.



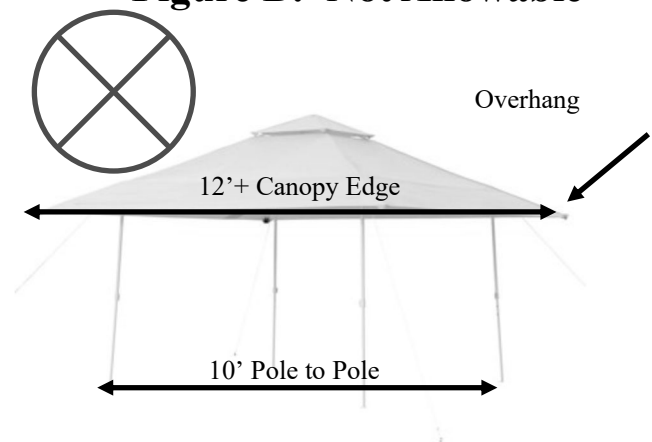
# Hometown Christmas Vendor Tent Requirements

The City of Livingston tries to accommodate as many vendors as possible at Hometown Christmas. Our downtown streets are stacked tight with 10'x10' vendor spaces. All vendor tents must fit within their 10'x10' spaces. **The fabric on top of canopies must fit snug around the poles** (see figure A). Tents with a canopy with an overhang (see figure B) will NOT be allowed if they extend beyond the allotted 10'x10' vendor space. Examples:

**Figure A: Allowable**



**Figure B: Not Allowable**



## Tents must be weighted

A variety of canopy weights are sold in stores and online. There are also DIY ideas online.



**Look online  
for more  
ideas**

# 2018 Livingston Hometown Christmas Vendor Application

*Please read Rules & Regulations before completing this form.*

**Business Name** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Address** \_\_\_\_\_ **City, State, Zip** \_\_\_\_\_

**Phone 1:** \_\_\_\_\_ **Phone 2:** \_\_\_\_\_

**Email** \_\_\_\_\_ **Texas Sales Tax Permit #** \_\_\_\_\_

Description of Merchandise/Food/Activity: \_\_\_\_\_

\_\_\_\_\_

## Space Fees

All vendor spaces are 10' X 10' with a 20 AMP breaker. Vendors must provide all equipment necessary for their operation (canopy, power cords, tables, displays, signage, lights, etc.). Vendors must choose from **ONE** of the following options:

\_\_\_\_\_ **Open Air Space** (\$65 each) - All vendors must provide a valid Texas Sales Tax Permit and may bring their own tent/canopy with weights.

\_\_\_\_\_ **Food Vendors** (\$80 each) – **Food vendors must have all necessary food permits and follow Texas Cottage Food Laws.** Vendors selling food of any sort must register as a food vendor. Food vendors are required to bring their own canopy with weights unless they have an enclosed trailer. Food vendors who sell out of a food truck/trailer must complete the Early Set Up Request form (see Early Set Up section in Rules).

<b>Number of Spaces</b> _____ <b>X \$</b> _____ <b>per space fee = \$</b> _____ <b>TOTAL DUE</b> _____
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### **SPACES ARE NOT OFFICIALLY RESERVED UNTIL PAYMENT IN FULL IS RECEIVED**

Make check or money order payable to Livingston Main Street and mail to / or drop by: Livingston Main Street 925 US 59 Bypass North, Livingston, Texas 77351

**I have received a copy of, and will abide by the Rules & Regulations.** I certify that the information provided in this application is true and correct. I will indemnify, defend, and hold harmless the City of Livingston, Livingston Main Street and its employees from any damages incurred by me or any other party through my participation in the Livingston Hometown Christmas, and from any injury or damages incurred by me or other party by reason of goods or services sold by me or on the premises I occupy at said facility. I will bear sole responsibility for any license or permit required for the operation of my business. I acknowledge and accept that any payment made by me as referenced above will not be refunded to me for any reason.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Livingston Main Street reserves the right to require a Certificate of Evidence of Liability Insurance Coverage. For questions, call (936) 327-3656.

2018 Livingston Hometown Christmas

Early Set Up Request Form

THIS FORM MUST BE ACCOMPANIED BY THE VENDOR APPLICATION.

Submission of this form is not a guarantee of early set up.

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of Merchandise/Food/Activity: \_\_\_\_\_

\_\_\_\_\_

Description of Trailer/Food Truck: \_\_\_\_\_

\_\_\_\_\_

I am requesting permission to set up *prior to 9 AM* on Saturday, December 8, 2018 due to the following reason:

\_\_\_\_\_ I am a food vendor with a food truck or trailer

\_\_\_\_\_ I am a food vendor who needs extra time for food prep

\_\_\_\_\_ I am **NOT** a food vendor, but I sell goods/activities accessed from a trailer

\_\_\_\_\_ Other: \_\_\_\_\_

**Vendors who are approved for early set up will be notified in writing along with a specific day/time. Anything left on the premises is done so entirely at the risk of the vendor or owner.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only: (Manager Initials) _____ Denied _____ Early Set Up Approved _____
Set Up Day/Time: _____ Vendor Notified Date: _____
Notified By Staff Name: _____ By: _____ Mail _____ Email _____