



www.hogeyefestival.com

hogeye@ci.elgin.tx.us

FOOD VENDOR APPLICATION PROCEDURE:

Applications may be submitted to hogeye@ci.elgin.tx.us, mailed to Hogeye Festival, PO Box 591, Elgin, TX 78621, or turned in at Elgin City Hall, Community Services Department, 310 N. Main Street, Elgin, TX 78621.

- Vendors are responsible for obtaining the necessary **Bastrop County Temporary Food Permit** through Bastrop County. All food vendors must have this permit displayed at their booth on the day of the festival.
 - **Vendors may only sell lemonade or tea. Soda, sport drinks, bottled water, flavored water (except tea and lemonade), and alcoholic beverages are the sole concession of the Main Street Board and may not be sold or provided by any vendor.**
 - **Application must contain a COMPLETE list of food items to be sold AND the number and type of all appliances to be plugged in at the festival. No generators allowed.**
 - **Vendors are required to weigh their tents down with 30 lb weights on each leg of their tent.**
 - **Payment methods** available include cash, credit/debit, check, and money order. Please make checks payable to **Elgin Main Street Board**.
 - Payment in full must be submitted at time of application. If submitting an electronic application and mailing in or dropping off payment at the office, please ensure that you include a note with the payment that includes both your name and business. Your application will not be processed until payment has been received.
 - **Vendors set up on SATURDAY only!**
 - **Festival closes at 6:00pm on Saturday. All vendors must be off festival grounds by 7pm!**
 - **Vendor shall provide social media links for advertising and will include the Hogeye Festival in their publicity marketing and outreach.**
 - **A photo of the booth/trailer setup must be submitted** at the time of application. Photos may be emailed to hogeye@ci.elgin.tx.us or sent by mail. **You must indicate in the comments section how your photo will be submitted.** Photos become property of the Hogeye Festival Committee.
 - **All booth fees are nonrefundable. No refunds in case of inclement weather.**
 - Approval letters will be emailed. Please check your email often, as this is the main form of communication between the Hogeye Festival Committee and vendors.
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- **Approval can take up to four weeks. Vendor booth assignments will not be given out before check-in.** Please note that failure to submit all required information will delay your application and result in a non-refundable reprocessing fee of \$15.
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FOOD VENDOR APPLICATION

Vendor Information

Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Cell: _____

Email: _____

License Plate Number of car used at the festival: _____

Social Media Links _____

Booth Information

Please specify if you have a tent or trailer

If a trailer: Length (including tongue): _____ Width: _____ And side of serving window: _____

All spaces are 10x12. All equipment (tables, displays, etc.) must remain within the space boundaries. If your trailer doesn't fit into the allotted 10x12 space, you must purchase an additional booth space.

| Vendor Type | Before Oct. 1 | Oct. 1 and after |
|--------------------------|---------------|------------------|
| Food 10x12 | \$240 | \$260 |
| Non-Profit Organizations | \$50 | \$60 |

Number of spaces desired: _____ X Booth Price: _____ = Booth Total _____

Please include a list of **ALL** items to be sold – all food and drink items must be pre-approved. Selling items not pre-approved could result in the forfeiture of your booth fee and possible dismissal from the festival grounds.

| Food/Drink | Food/Drink | Food/Drink |
|------------|------------|------------|
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FOOD VENDOR APPLICATION

Electrical Information

Electrical Outlets: Do you need electricity: yes or no

One 20 amp outlet is provided per food/drink booth only if needed. Additional outlets are \$10 each.

***Example 20amp will power approximately 2 roasters. No generators allowed.**

How many additional 20 amp outlets will you use?: _____ X Outlet Cost: _____ = Electrical Total: _____

Electrical appliances to be used:

| Appliance | Quantity |
|-----------|----------|
| | |
| | |
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| | |

Final determination of individual electrical needs will be made by the Hogeye Festival committee

Ice Information

Please estimate the total number of 20 lb. bags you will need: _____

Pre-order: # of Bags: _____ X Cost per Bag: _____ = Ice Total: _____

*Limited amount of ice will be available for purchase the day of the event. Pre-orders of 10 or more bags of ice requires a deposit for half of your order. Cost of ice is \$6 per 20lb bag. **Deadline to order ice October 9th.**

Payment

Booth Cost: _____

Electrical Cost: _____

Ice Cost: _____

TOTAL DUE: _____

FOOD VENDOR APPLICATION

PAYMENT METHOD: check cash credit/debit card money order

Card Number: _____

Name on Card: _____

Expiration: _____

Security Code: _____

Billing Zip Code: _____

I/We, _____, release all sponsors, co-sponsors, clubs, organizations or individuals involved in the Hogeye Festival from any liability, product or personal, for the duration of the event. I have enclosed my non-refundable booth fee. I have read the rules and agree to abide by them. I understand that failure to comply with the rules set forth by the committee will result in termination of this contract without recourse by the participant and the Hogeye Committee, Elgin Main Street Board or City of Elgin shall not be liable to anyone for this action.

Signature _____

Date _____

COMMENTS:

Please do not write in the box below. Festival use only.

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| Postmark date:_____ Amt. _____ Payment Method:_____ Check #_____ |
| Vendor accepted/rejected (circle one) Y N Reason:_____ |
| Check to A/R:_____ Vendor notified:_____ |