

June 20, 2011

Dear Potential Vendor,

Thank you for your interest in the Midlothian Chamber of Commerce's Annual Fall Festival. This year's event will be Saturday, October 15, 2011 from 9:00 a.m. to 4:00 p.m. at the MISD Multi-Purpose Stadium on S. 14th Street. Fall Festival will include arts and crafts, food, and demonstrations. In addition, the Fall Festival will be the location for several local events, including the OctoberFAST Downhill Dash 5K Run, demonstrations, and much more!

Booth size will be a 12' x 12' space again this year. Please refer to the registration information for pricing and deadlines. Only one vendor per booth is allowed, and we will keep a list of registered vendors and their booth locations updated on our website at www.midlothianchamber.org. **Deadline for registration is Friday, September 30.**

Attached please find registration information and rules. Please let us know if you have any other questions or comments, and we hope you decide to join us for fun and celebration on October 15!

Sincerely,

Cherie Marley

Cherie Marley
Fall Festival Chairman

Sara Garcia

Sara Garcia
President

Enclosure

Midlothian Chamber of Commerce

"Fall Festival"

Saturday, October 15, 2011

9:00 am - 4:00 pm

At the MISD Multi-Purpose Stadium on 14th Street and Hwy 287 Bypass, Midlothian, TX

RAIN OR SHINE! **Booth Space Reservation Rules**

NO EXCLUSIVES...NO REFUNDS!

- **FOOD PERMIT \$30.00 AND MUST BE ON FILE FIVE DAYS PRIOR TO EVENT.** If any food is sold or given away you must confirm the need for a permit with the City five days prior to the event. Contact Debbie Lubke at 972-775-7614. The permit can be downloaded online at www.midlothian.tx.us. *The Chamber does not process permits or accept permit fees.*
- **NO BOOTH RESERVATION WILL BE ACCEPTED WITHOUT PAYMENT.** The Chamber will confirm your final booth location. No refunds will be issued, as fees are used to advertise the festival. **Deadline for registration is Friday, September 30.** A late fee will be imposed for registrations received after September 30.
- Booth space is on a first-come, first-served basis with payment received. Booths are 12' wide by 12' deep. **Only one vendor per booth is permitted.** Due to the space required to serve customers, we strongly encourage food vendors to reserve more than one booth.
- A limited number of 120V and 220V booths are available with proper registration. **NOTE:** Booths needing electricity and water: **you must provide your own heavy-duty extension cord and water hose with adapter.**
- You must provide your own table, chairs and canopy for booth set up. We recommend a canopy for sun or rain protection. This event is an outdoor street festival; therefore staking your booth to the ground is not permitted at this venue.
- Loud noise or music is prohibited in booths. If your group desires time to perform, they can contact the Chamber at 972-723-8600 to submit a request.
- Upon arrival at the Festival, you will be asked to unload your car and park in the lots adjacent to the vendor area. There will be volunteers available to assist in unloading and watching your items while you park.

Booth Rates are as follows:	Non-Chamber Member	Chamber Member or Non-Profit
12' x 12'	\$ 100.00	\$ 75.00
Utility Fee*	\$ 50.00	\$ 50.00
Late Fee (<i>if postmarked after Sept 30</i>)	\$ 25.00	\$ 25.00

*Utility Fee is required for anyone needing water and/or electricity. You must provide your own heavy-duty extension cord AND water hose with adapter.

To reserve a booth, please complete the accompanying form and send it along with your check payable to: **Midlothian Chamber of Commerce**, 310 North 9th Street, Midlothian, TX 76065. By submitting your application and payment, you are acknowledging acceptance of these rules. For more information, call 972-723-8600 or info@midlothianchamber.org

The Midlothian Chamber of Commerce is not responsible for the success of your booth.

Midlothian Chamber of Commerce
 2011 Fall Festival Booth Space
 Registration Form
Deadline for registration is September 30!

Administrative Use Only:

Date Received: _____
 Amount Paid: _____
 Water/Electricity Needed? _____
 Booth Number(s) Assigned _____

Business Name _____

Contact Name _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____

Email Address: _____ Fax: _____

Type of Business: (Goods/Food Sold) _____
 (Please be specific)

Do you plan to play music in your booth? _____ Have dunking booth or similar activity? _____

Do you plan to give away items/services? Please list here _____

Booth (check one): Food Craft or Business Non-profit **NO EXCLUSIVES!** It is each representative's responsibility to monitor its company's participation.

Type of Business	Booth 12' x 12'	+ Utility Fee (Elec/Water)	Total Due
Chamber Member or Non-Profit Org.	# _____ @ \$75.00	\$50	\$
Non-Chamber Member	# _____ @ \$100.00	\$50	\$
Late Fee (if postmarked after Sept. 30)	\$25.00		\$

***Utility Fee is required for anyone needing water & electricity. You must provide your own heavy-duty extension cord AND water hose with adapter.**

Voltage Needed (check one): 120V 220V Special _____ Water Needed? YES NO

The event is on a concrete surface, so stakes are not an option for securing canopies. Please plan accordingly.

Booth Preference: 1. _____ 2. _____ 3. _____

Map of Fall Festival booth space is located at www.midlothianchamber.org or at the Chamber office. (Preferred selection not guaranteed!)

Method of Payment

___ Visa ___ Master Card ___ Check ___ Cash in the amount of \$ _____

By signing below, I authorize the Midlothian Chamber of Commerce to charge my credit card in the amount listed above.

Card Number _____ Expiration _____

3 Digit Security Number on back of card _____ Signature _____

Return this form with payment to:
Midlothian Chamber of Commerce, 310 N. 9th St., Midlothian, TX 76065
TEL 972-723-8600 FAX 972-723-9300