

**BOOTH # \_\_\_\_\_**

**16th Annual Christmas in the Big Thicket Festival  
Booth Application  
December 3, 2011 9:00 a.m - 5:00 p.m.**

Silsbee Public Library  
295 N 4<sup>th</sup> Street  
Silsbee, TX 77656

**Pd Ck#** \_\_\_\_\_  
or cash \_\_\_\_\_  
Date \_\_\_\_\_  
Amount \_\_\_\_\_  
Taken By \_\_\_\_\_

Deadline for application is November 18, 2011 **(BOOTHS WILL BE SOLD ON FIRST COME BASIS)**

Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Person to be contacted for further information if needed:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please describe all items you will be displaying or selling:

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**If you are selling food, you must have hot water at your booth. You must also have one person taking money and a different one serving food. No silly string or marshmallows are allowed. Marshmallow guns can be sold but have to be without the marshmallows.**

All food or craft booth spaces will be approximately 13 FT. X 10 FT. **A** marked area will be provided for exhibitor. **If your concession trailer will not fit in the designated area, you will be required to purchase two spaces. If you do not purchase an extra space and there is a problem the day of festival you may be asked to leave.** Exhibitor will be responsible for any construction of booth or flooring if desired. Booths will be set up on the parking lot of the library. You may bring a cover for your booth, such as a tarpaulin, if you wish to. Your cover must fit in the space. **A NON-REFUNDABLE FEE OF \$50.00 FOR A BOOTH OR \$55.00 FOR A BOOTH WITH ELECTRICITY IS PAYABLE TO THE SILS BEE PUBLIC LIBRARY UPON SUBMISSION OF THIS APPLICATION.**

You can set your booth up after 5:00 p.m. of Friday ONLY if you have a space inside the library parking lot. If your booth is in the road area you may start setting up by 8:00 a.m. Saturday morning. Do not block road any earlier, the library will not be responsible for your booth, because of the traffic that will be passing through. The road will be blocked off at 8:00 a.m. Saturday Morning.

ATTN VENDORS: THE STATE OF TEXAS REQUIRES VENDORS TO OBTAIN A SALES TAX PERMIT. IF YOU DO NOT HAVE A SALES TAX PERMIT YOU MAY PICK UP AN APPLICATION AT THE SILSBEE PUBLIC LIBRARY THAT IS TO BE SUBMITTED TO THE COMPTROLLER'S OFFICE IN AUSTIN. ALL QUESTIONS CONCERNING THE SALES TAX PERMIT SHOULD BE DIRECTED TO THE COMPTROLLER'S OFFICE AT 1-800-252-5555.

### Rules

16th Annual Christmas in the Big Thicket Festival

Saturday, December 3, 2011

9:00am - 5:00pm

1. All booths will be 10x13. If multiple spaces are required, prior arrangements must be made through the library.
2. All exhibitors are responsible for providing their own tents, tables and extension cords.
3. To aid in traffic control and festival setup, the following guidelines must be observed. Vehicles should enter parking lot and leave as quickly as possible. Please unload your vehicle and move it out of the festival area before setting up your booth. All vehicles should be out of the parking lot no later than 8:00am.
4. For your assistance, some student volunteers may be available to help with your loading and unloading. They will be providing a community service and will not expect compensation.
5. Vehicles will be allowed to return to the festival area at 5:00pm. We ask that you not break down your booth before 5:00pm. Should you have to close your booth before the festival is over, we ask that you NOT pull your vehicle into the parking lot to load up. Please make sure that everyone involved in your booth is aware of this.
6. When breaking down, please make sure that all garbage has been picked up around your booth. There will be garbage cans placed throughout the festival grounds.
7. Announcements will be made all day if you have something to be announced please bring it to the emcee that will be seated next to the stage.

**Be sure to abide by number 3 of these rules. They are specifically in place for your convenience.**