



# TERRELL CHAMBER OF COMMERCE CVB ARTS & CRAFT VENDOR APPLICATION

## 31<sup>st</sup> Annual Heritage Jubilee

### April 21 & 22, 2012

Please read the following Terms and Conditions carefully. Fill out the form below and sign. Submit the application and photographs of your booth and any other specified documents, along with payment to:

Post Office Box 97 – Terrell, Texas 75160  
For questions, call 972-563-5703

#### Terms & Conditions

- Merchandise and display of vendor is subject to the approval of the Terrell Chamber CVB staff, which reserves the right to require alterations, replacement, and deletions of any material or activity which is deemed in appropriate for the event.
- LESSOR RESERVES THE RIGHT TO CHANGE BOOTH ASSIGNMENTS AT ANY TIME DEEMED NECESSARY.
- **PLEASE NOTE: SHOW HOURS ARE 9:00 AM – 5:00 PM SATURDAY AND 10:00 AM-4:00 PM SUNDAY. ALL VENDORS SHALL REMAIN IN THEIR BOOTHS DURING THE SPECIFIED TIMES, BE SET UP NO LATER THAN 8:30 AM SATURDAY, APRIL 21. PARKING PASSES AND SPACES WILL BE AVAILABLE FOR ALL REGISTERED VENDORS.**
- The undersigned hereby elects to and does release the Terrell Chamber of Commerce / CVB and its respective officers, agents, and employees from any and all claims.
- Demands, rights, or causes of action of whatsoever kind or nature which the undersigned has ever had or may now have or may hereafter have, whether now known or unknown, foreseen or unforeseen, arising from or by reason of or any way connected with, any injuries, losses, damages, property damage or loss, or the results thereof, which heretofore has been even or hereafter may be sustained by the undersigned as a result of or in connection with or arising out of the undersigned's participation in the Terrell Chamber of Commerce/CVB event.
- The undersigned acknowledges that in the case of severe or hazardous weather or any other act of God, there will be no reimbursement of booth fees or any other monies submitted to the Terrell Chamber of Commerce / CVB. No money of any kind or amount will be returned except in the case of booth space rejection by the Chamber staff.

I, the undersigned, have read the above Terms & Conditions, including the release, and understand all terms stated therein. I execute this release voluntarily and with full knowledge of its significance.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

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

Phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Product / items to be sold: \_\_\_\_\_

Number of 110 electric plugs needed @ \$25 each = \$ \_\_\_\_\_ What is the electricity for? \_\_\_\_\_

Number of booths @ \$100 each = \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

Do you need Friday night set-up? YES NO Do you prefer Saturday set-up? YES NO

OFFICE USE ONLY Accepted Y N Date received: \_\_\_\_\_

CASH VISA MC MO CC/CK# \_\_\_\_\_

Menu / Description included Y N Booth # \_\_\_\_\_ Description: \_\_\_\_\_



Terrell Chamber of Commerce Convention & Visitors Bureau  
Post Office Box 97 | Terrell, Texas 75160  
T: 972-563-5703 | F: 972-563-2363  
www.terrelltexas.com

### Terrell Heritage Jubilee Guidelines / Information

Please read and follow the guidelines shown below. We believe your full cooperation along with extra effort by us will save everyone from having unnecessary complications.

#### General Information:

- Cost of booth space - \$100
  - Limited electricity (on a first-come, first-serve basis) is \$25 (110V). Be prepared to provide your own cords. No vendor may have more than one (1) electrical outlet per booth. No auxiliary power source will be permitted in the arts & craft area.
  - Your entire booth operation, including ropes, tent pegs, etc., must fit into your 10'x10' booth space. You may purchase another full space if you feel you need the extra space. There is no discount for multiple spaces. You will be charged accordingly. Please clearly state your need on your contract.
- Arts & Craft booths are open to any artist or craftsman showing and selling their own work. Please provide a brief description on the contract and include a photo of your booth set-up and items. Vendors may not sell drinks or food in the Arts & Craft area.
- All exhibits must be in good taste and suitable for family viewing.
- Many spaces are not shaded, be prepared to provide yourself with shelter from the elements.
- Setting up / Taking down:
  - Vendors may check in during the designated times:
    - Friday (2:00 p.m. – 6:00 p.m.)
    - Saturday (6:00 a.m. – 8:30 a.m.) NOTE: All vendors must be set up and open for business no later than Saturday morning, 9:00 a.m. The road will be closed at 8:30 a.m. to access your booth space.
    - No changes will be made in any vendor location without the approval of the Heritage Jubilee Chairperson. Each vendor must provide everything necessary for the display and sale of their work (tables, tent, tools, etc.). **NOTE: VENDORS ARE NOT ALLOWED TO BEGIN CLOSING FOR BUSINESS UNTIL 5:00 P.M., SATURDAY AND 4:00 P.M. SUNDAY.**
- Police security will be provided Friday and Saturday nights. The Heritage Jubilee Committee and the Terrell Chamber of Commerce CVB will not be held responsible for theft or loss of merchandise.
- Loading and unloading area will be designated. After unloading, **NO VEHICLES** will be allowed in the vendor area. There will be designated vendor parking.

- Enclosed is your contract, please complete and mail (or fax) your payment and contract to:

Terrell Chamber of Commerce  
Post Office Box 97  
Terrell, Texas 75160  
T: 972-563-5703 | F: 972-563-2363

Your Contract is due no later than Friday, March 16, 2011. Registration received after that will be assigned space upon availability. Retain a copy for your records.

- The Heritage Jubilee will NOT be cancelled. Rain or shine we will be here! No refunds will be made to vendors.
- There will be designated parking lots for vendors as well as visitors to the Jubilee. Police will direct traffic. The road through the park will be closed to through traffic and limited to Jubilee use ONLY. Vendors will not be allowed to load / unload their vehicles during the designated "SALE" times | Saturday (9am-5pm) Sunday (10am-4pm). Handicap parking for visitors will be available.
- Port-a-lets will be provided for your convenience.
- Other events include: Quilt Show, Business & Health Expo, BBQ Cook-off, Dog Show, Western exhibits and shows, carnival, ranch rodeo, entertainment by the minute, and MUCH, MUCH more!
- RV Information:
  - Free limited parking for motor home, camper trailers, and other vehicles is available in designated areas. Only self-contained vehicles are allowed. You may park anytime beginning at 5:00 p.m. on Wednesday, April 18, 2012. There are three (3) additional RV parks available in Terrell, as well as a number of hotels in the area.
- **NOTICE: The Terrell Chamber of Commerce Convention & Visitors Bureau and the Terrell Heritage Jubilee Committee reserves the right to screen and reject any items / vendors felt not to be in the best interest of the show.**



**TERRELL CHAMBER OF COMMERCE  
CONVENTION & VISITORS BUREAU  
POST OFFICE BOX 97 | TERRELL, TEXAS 75160  
T: 972-563-5703 | F: 972-563-2363  
WWW.TERRELLTEXAS.COM**

January 9, 2012

Dear Heritage Jubilee Vendor,

The Terrell, Texas **31<sup>ST</sup> ANNUAL HERITAGE JUBILEE IS SCHEDULED FOR APRIL 21 & 22, 2012**. We would like to say thanks for your support and invite you to participate. You have received this letter because you are a previous vendor or have been highly recommended to us. We hope you will accept our invitation to participate. Join us in our pursuit of the best Jubilee ever in Terrell, Texas!

**SHOW HOURS ARE:  
SATURDAY: 9:00 A.M. – 5:00 P.M.  
AND  
SUNDAY – 10:00 A.M. – 4:00 P.M.**

If you accept our invitation and plan to join us this year please fill out the attached application / contract, returning it no later than March 16, 2012, along with a photograph of your display booth (no vendor will be allowed to participate without a picture submitted). You will be assigned a vendor space when we receive your contract. If your response is not received by the deadline another vendor may be invited to ensure a good number of participants. Payment in full must be received with your contract. Please complete all information as indicated on the application.

Please read the enclosed guidelines carefully. If you require additional information please contact the Terrell Chamber of Commerce Convention & Visitors Bureau (972-563-5703).

Sincerely,

Kyle Shannon  
Heritage Jubilee Co-Chairman

Mitzi Daniel  
Heritage Jubilee Co-Chairman