



# VENDOR APPLICATION

Saturday, May 19, 2018

Rabbit Creek Offroad Park  
1217 Post Oak Rd., Kilgore, TX

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*I have read and understand all the guidelines presented in this packet and certify that I will comply with all regulations and liability issues as stated in the packet.*

Signature \_\_\_\_\_

Brief Description of Vendor Items Offered: \_\_\_\_\_

\_\_\_\_\_

**Early Bird Registration Deadline – May 1, 2018. Booth rental is non-refundable after May 15. Booth space, if available after May 1, will increase by \$25.**

**Vendors must provide proof of insurance. Please send a copy with application/payment.**

Booth Space – 10x10 Outdoor Space	_____ @ \$50 each space = \$ _____
Booth fee after May 1 deadline	_____ @ \$25 space each = \$ _____
Table (6' or 8')	_____ @ \$10 each = \$ _____
Chair	_____ @ \$ 5 each = \$ _____
	<b>Total \$ _____</b>

**If you need any of the following, please mark as these are limited.**

Water Hookup \_\_\_Y/\_\_\_N      Electric Hookup \_\_\_Y/\_\_\_N

**Payment may be made by check, cash, money order or credit card. Payment must accompany registration form unless arrangements are made with Kilgore Chamber in advance.**

Credit Card Information: Type \_\_\_MC      \_\_\_Visa

Card # \_\_\_\_\_ Exp.Date: \_\_\_\_\_ CSV \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Zip Code on Acct. \_\_\_\_\_

**Application may be delivered or mailed to:**

**Kilgore Chamber of Commerce  
813 N. Kilgore, Kilgore, TX 75662**

**Or scan application and email to secure space: [lmorgan@kilgorechamber.com](mailto:lmorgan@kilgorechamber.com)**

# STARS & SCARS MUD RUN

## EXHIBITOR GUIDELINES

### EVENT DATE & TIME

Saturday, May 19, 2018

8:00 am – 11am

### EXHIBITOR MOVE IN/OUT DATES AND TIMES

- Installation of Exhibits:
  - Friday, May 18 4 pm – 7:00 pm
  - Saturday, May 20 6 am – 8:00 am
- Dismantling of Exhibits: All exhibits must be removed by 2:00 pm on Saturday, May 19

### MOVE IN/OUT EQUIPMENT

- All exhibitors must check-in at the Registration Booth located inside park gate. Further information and booth location will be provided to you by May 16. Move in directions will be given to you at that time.

### UTILITY HOOK-UPS

- Electric and water hook-ups are **very** limited. Utility hook-ups will be assigned based on receipt date of payment & application. Please note your request on the application. If you have questions, please call the Kilgore Chamber @ 903-984-5022 or email to [info@KilgoreChamber.com](mailto:info@KilgoreChamber.com)

### LIABILITY

- The Kilgore Chamber of Commerce and Rabbit Creek Offroad Park disclaim liability for damages or losses due to fire, theft, accident, vandalism or other causes. The Kilgore Chamber of Commerce and Rabbit Creek Offroad Park will not be responsible for electrical or other related failures. Exhibitors wishing to insure their goods must do so at their own expense. The exhibitor shall at all times protect, indemnify, save and hold harmless the Kilgore Chamber of Commerce and Rabbit Creek Offroad Park against any and all loss, damage, liability or expense occurring out of any incidence which arises out of exhibitors occupancy and use of the festival premises during or subsequent to the period of the exhibition.

### CONTRACT

- The contract for exhibit space, the assignment of space and full payment of rental charges constitutes the entire contract for the right to use exhibit space. **Payment for space and a signed application is required before booth assignments are confirmed.** Choice of location will be given when possible, but the right is reserved to adjust the exhibit layout for the good of all exhibitors.
- No vendor will be allowed to give away free food or drink. Concession vendors have purchased booth space and sell food/beverage. Any vendor wishing to sell food or beverages must be approved as a concession vendor by the Kilgore Chamber of Commerce.

### ACCEPTANCE

- An authorized signature on the official contract indicates the exhibitor has read, understands and agrees to abide by the rules, regulations and restrictions outlined in the contract.

### SOLICITATION

- No person or persons, other than exhibitors, will be permitted to conduct business at the event without the expressed permission of the Kilgore Chamber of Commerce.

### CONFIRMATION OF SPACE

- Confirmation of space will be given via email or phone call as soon as payment is processed.
- Confirmation reminder of booth location/number will be provided to you via email or phone by no later than May 16, 2018.