



2021 Cowboy Way Jubilee – Vendor Application & Contract

held at Fort Concho, 630 S. Oakes Street, San Angelo, Texas 76901

Show Dates and Times:

Thursday, October 7, 2021 5PM to 9 PM

Friday, October 8, 2021 9 AM to 6 PM

Saturday, October 9, 2021 9 AM to 6 PM

Sunday, October 10, 2021 9 AM to 5 PM

Load In: Thursday, October 7, 2021 10 AM to 9 PM

Friday, October 8, 2021 7 AM to 8:45AM

NO LATE ARRIVALS!

Load Out: Sunday, October 10, 2021 5:16 PM to 10:00 PM

("Show No Trace" policy)

Vendor Space Application

Please Print

Business or Organization: _____

DBA: _____

Contact: _____

Cell: _____ eMail: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Main Phone: _____ Fax: _____

Federal Tax ID (EIN): _____ State Sales Tax* Permit #: _____ State: _____

(please attach copy of Texas permit if you have one)

Briefly describe items for sale (i.e., memorabilia, fine art...) _____

Cowboy Way Fest 2021 Vendor Space Contract

By Signing below, I _____ declare I am a legal representative of

(name, printed)

_____ and I accept the terms and conditions outlined in this document.

(business name, printed)

By attending the Cowboy Way Jubilee event, I (we—applies to all persons registered herein) hereby agree to indemnify and hold forever harmless the Cowboy Way Jubilee, it's organizers, staff, vendors, and volunteers, Fort Concho National Historic Landmark and it's representatives, staff, volunteers, and vendors, the San Angelo Visitors and Convention Bureau and it's representatives, staff, and volunteers, the City of San Angelo and it's representatives and staff, or Oleeta Jean, LLC and it's representatives against any loss from any claims, demands, or actions that may hereafter at any time be made or brought against The Cowboy Way Jubilee on behalf of any illness (i.e., SARS-CoVid 19, but not limited to), injuries, demands, or claims of any nature, sustained or arising in the consequence of any attendance, accident or injury, demands, damages, or claims of any nature, arising from the event. I (we, meaning, all persons registered herein) agree to these terms by our attendance at the Cowboy Way Jubilee. (In Plain English) By attending you accept that you're responsible for anything that happens to you. The organizers and City are not responsible.

By signing below, I acknowledge I have received, read, and I agree to abide by the 2021 Cowboy Way Jubilee Vendor regulations as stated.

Authorized Signature

Print Name

Date



2021 Cowboy Way Jubilee – Vendor Space Form

Vendors are limited to 200 available spaces. Electrical is an additional fee and is limited. Vendors bring your own table(s), chairs, tents, etc to arrange your space. Vendors must be fully **INSIDE** their allotted space, no egress outside of space. All tables are required to have some sort of table covering (not provided). Ten On-Site Dry RV Parking Spots Are Available on request. *WiFi Internet May or May Not Be Available On-Site!* However, you may choose to use your cellular service as a mobile hotspot to run charges, or, run them after hours.

Please Note: On-Site Security arrives 10PM and leaves 8AM daily (Thursday through Saturday). There will be no need to breakdown at night. Spaces will be accessible by 8:05am each morning. Everything will be done to assure the safety of your items within your space. However, we cannot guarantee the safety of your products/ valuables. We recommend obtaining your own insurance to cover any losses. Outdoor spaces may bring their own tents but must bring a way to anchor the tent. Any damage to the ground must be repaired.

Space Options:

of Spaces x Space Rate = Total

A) 8' x 10' Space (approx; Outside, Covered Porch – 8' depth, space only) _____ x \$100 (3 days) = _____

B) 10' x 10' Space (Outside, Parade Grounds, space only) _____ x \$75 (3 days) = _____

Please Note: Any Food Sales (other than sealed, pre-packaged) must be approved in advance & have a City of San Angelo Health Permit, as Fort Concho has contracted caterers. Call Leslei, 580.768.5559 with any questions. Attach a copy of your health permit as required by the City of San Angelo, County of Tom Green, Texas.

Electrical Access

110V with limited availability—only one (1) electrical plug per business; limited electrical available on a first come, first serve basis. Only 16 electrical connections available. Only construction grade, “orange”-type extension cords are allowed.

C) Add Electrical \$150.00 (remember to bring your own extension cords) \$150.00

Supplies:

Tables, Chairs, Tents, and set up/take down (prices are for the duration of the event — 3days, not per day)

D) 8ft. folding table, \$28.00 each Qty: _____ x \$28.00 = _____

Folding chairs, \$8.00 each Qty: _____ x \$ 8.00 = _____

10ft. x 10ft. tent, \$200.00 each Qty: _____ x \$200.00 = _____

Tent Set up/Take down, \$150.00 Qty: _____ x \$150.00 = _____

(you may choose to set up/take down a rented tent yourself) *Supplies Subtotal:* \$ _____

E) Add 3% if paying with credit card (processing fee) Supplies Subtotal x 3% = Processing Fee \$ _____

TOTAL DUE: (Space + Electrical + Supplies + Credit Card Processing Fee) \$ _____

Payment: Check Credit/Debit Card # _____

Check # _____ MC Visa Discover Am Ex

Billing Zip Code: _____ Expiration Date: _____ (mm/yy) CVV Code: _____

Authorized Signature (initial/date 4 electronic signature) Print Name Date

Make Checks payable to “Cowboy Way”.

Mail Check to: Cowboy Way Jubilee, PO Box 1462, San Angelo, TX 76902–1462.

To Pay Online via Paypal.com, email address account is “usefulartonline@gmail.com” in memo, put *Jubilee booth rental*, then email form to cowboywayfest@gmail.com. For questions, call Leslei Fisher, 580–768–5559.



2021 Cowboy Way Jubilee Event Vendor Rules and Regulations

Thank you for participating! We hope you have a very successful event and would love to see you again next year!

The Cowboy Way Jubilee is sponsored by the San Angelo Visitors & Convention Bureau and presented by Oleeta Jean, LLC. (event organizer). Fort Concho is the leasing agent for the event space to the Cowboy Way Jubilee.

Contact: Leslei Fisher, Event Founder, 580.768 5559

Cowboy Way Jubilee, PO Box 1462, San Angelo, TX 76902-1462.

Event Location: Porches of Barracks 5 & 6 @ Fort Concho, 630 S. Oakes St., San Angelo, TX 76903

In Case of Emergency: dial **911** *then* phone event coordinator, 580.768.5559 or 702.219.6617

1. **SPACE FEES:** Space reservation is not guaranteed until space fees are paid in full. Payment in full due with application. Spaces not paid for in full by September 10, 2021 will not be guaranteed set up. No post-dated checks will be accepted. A returned check nullifies this contract. No transfers. No subletting *without* prior approval by the Cowboy Way Jubilee Event Coordinator, Leslei Fisher, 580.768. 5559.

Make checks payable to the “Cowboy Way” and mail to PO Box 1462, San Angelo, TX 76902-1462

Credit cards require an additional 3% processing fees. See bottom of application page for website to pay online.

2. **CANCELLATION:** 50% of space rental fees will be retained by the Cowboy Way Jubilee for cancellations prior to September 10, 2021. After that date, the total payment will be forfeited. Any refunds are based on whether space is resold or not. Refunds are not guaranteed. **TRANSFERS OF FEES** *only with* consent of Event Coordinator, Leslei Fisher, 580.768.5559.
3. **SUBLETTING OF SPACE:** A Vendor may not assign their space to another Vendor. You may not give any person permission to share or use your space without permission from the promoter. For permission, contact Leslei Fisher, 580.768.5559. (Please ask!)
4. **NO EARLY DEPARTURE:** No Late Arrivals, No Early Exits.
Vendors are required to stay in their space until advertised closing time. Late Start/Early Takedown or Early Departure is not permitted without prior permission and will forfeit your reservation and participation in future events. Monitors will be stationed nearby. (If you need a relief, just ask, volunteers are standing by!)
 - Vendors must be ready to sell by 8:45am on October 8 & 9, and, by 8:55am October 10, 2021.
 - Spaces must remain up and intact until 5:16pm on October 10, 2021.
 - Exhibitor agrees to have space manned for the full hours of the show.
(Limited Volunteers will be available to cover bathroom and/or lunch breaks; simply ask).

Vendors who have not arrived by 8:15am on October 8 or October 9, and by 8:55am on October 10 risk forfeit their space at the discretion of the promoter.

5. **VENDOR SPACES:** Each space is marked with blue painter tape on the porch. Exhibitors are required to stay within these boundaries. Please, **DO NOT BLOCK, SET, OR HAVE YOUR SPACE EXTEND**. To extend past porch, ask! Chairs, tables, & tents are available at an extra charge. Coverings for all tables are Requested. Please make your space neat in appearance. Please cover items in your space overnight for security purposes. **NO TAPE, STAPLES, NAILS, etc.** on floors, walls, or tables. Nothing may be hung on walls. Bring Free-Standing hanging space if you need to hang anything. Stakes in ground are fine but please *repair all holes made in the ground*.
6. **ELECTRICITY:** Spaces with access to electricity must provide their own extension cords. Extension cords must be in good condition with no frays, tape or patches, or cuts into the covering. Extension cords must be heavy duty and must be taped down in such a manner it leaves no trace on the ground. Extension cords are not allowed to run overhead or across walkways. If you require electricity, please indicate it on the Vendors Space Application Form.
7. **ENTRY DEADLINE:** All spaces are first come, first serve. Any spaces unsold by September 11, 2021 will be available to existing vendors. Festival participants will have until 9:00pm, October 10, 2021 to reserve the same space for the **2022 Cowboy Way Jubilee**, April 28-May1, 2022.



2021 Cowboy Way Jubilee – Event Vendor Rules and Regulations, con't.

8. **VENDORS' RESPONSIBILITIES:** Vendors are expected to conduct themselves in a manner complimenting the festival. Vendor assumes full responsibility for any loss or damage to their person or property and release promoter(s) from any liability arising from theft, vandalism, or any manner of loss or injury. Vendors are responsible to clean up their space area after the event and are expected to “leave no trace” as if they were never present.

- Accidents do happen, dial 911, then contact the Event Coordinator immediately: 580.768.5559.
- Damage is the responsibility of the Vendor. Spaces not cleaned or with damage will be sent a bill for cleaning or damages.
- Failure to pay will prevent Vendor from participating at all future events and will be pursued to the extend allowed by law.

9. **PARKING & UNLOADING:** Vendors loading/unloading will be indicated with signage, please unload quickly and move your vehicle so the next person may unload. Please, Do Not block access in any way.

- a. **BEFORE YOU START SETTING UP**, please, move your vehicle to the designated Vendor/Volunteer parking — East of Burgess Street and North of East Avenue C. (Northeast of the venue).
- b. **DO NOT PARK NEXT TO THE BUILDINGS** —This space is reserved for Handicap with a plaquard.
- c. On-Site RV DRY Parking available. Please advise Leslei in advance to reserve a space.

10. ***SALES TAX: San Angelo's Sales tax rate is 8.25%.** All Exhibitors who do not have a valid TX Sales Tax Permit are required by the State of Texas to fill out an Exhibitor Daily Sales Tax Report and submit it and your sales tax payment to the promoter. Exhibitors with a valid Texas Sales Tax Permit Must still provide a copy of the Exhibitor Daily Sales Tax Report to the promoter but will pay the sales tax directly to the Texas Tax Commission as usual. Exhibitor Daily Sales Tax Report forms will be available from the Event Coordinator's Office (immediately inside the Commissary, adjacent to the kitchen building). A list of Vendors' names, addresses, telephone numbers, and FEINs will be turned into the Texas Tax Commission.

11. **SECURITY:** Extra City of San Angelo Police patrols are requested for the duration of the Cowboy Way Jubilee as well as on-site security 24/7. There will be no need to breakdown each night. Spaces will be accessible by 8:00AM each morning. Although every precaution will be taken, there is no guarantee as to the safety of Exhibitor merchandise / property. Appropriate insurance is recommended. On-site *dry* RV Parking available to vendors. Please let us know your intentions—especially if needing after-hours access.

INSURANCE: Special Event Liability Insurance has been purchased for the Event. This does NOT cover vendor losses. It is highly recommended Vendors purchase their own insurance to assure proper protection in case of accident, damage, and/or theft. Please report even the most minor of incidents to the event coordinator, Leslei Fisher.

12. **SHOW HOURS:** The show hours are listed on the application. Make sure to save a copy of the application that you submit so that you can refer to it for times.

- a. Show Times: Friday, October 8, & Saturday, October 9, 2021 9AM – 6PM, & Sunday, October 10, 2021 9AM –5PM

13. **SHOW SET-UP & TAKE DOWN HOURS:**

- a. Load In: Thursday October 7, 10AM to 9 PM and Friday October 8, 7AM to 8:45AM
NO LATE ARRIVALS!
- b. Load out: Sunday October 10, 2021, 5:16PM to 10 PM (“Show No Trace” policy)
All Exhibitors MUST be cleared out by 10:01 PM Sunday, October 10, 2021.

14. The Event Coordinator, Leslei Fisher of Oleeta Jean, LLC., reserves the right to enforce &/or interpret the Rules and Regulations and make final judgment without exception. Vendors agree by submission of payment to comply with show policies, Rules & Regulations, and the terms & condition as stated herein and in the Application Contract. The Event Coordinator reserves the right to restrict, modify, or expel without refund any exhibit that it deems undesirable or in non-compliance.