



www.hogeyefestival.com

hogeye@ci.elgin.tx.us

ARTS & CRAFTS VENDOR APPLICATION PROCEDURE:

Applications may be submitted to hogeye@ci.elgin.tx.us, mailed to Hogeye Festival, PO Box 591, Elgin, TX 78621, or turned in at Elgin City Hall, Community Development Department, 310 N. Main Street, Elgin, TX 78621.

- **Handmade arts and craft items ONLY.** No resale, manufactured merchandise or flea market items. Sale of commercially manufactured or resale merchandise at the festival will result in forfeiture of your booth fee and immediate removal from festival grounds.
 - The Hogeye Festival Committee reserves the right to determine whether goods or services are appropriate for the Hogeye Festival.
 - **A photo of the booth setup AND photos of the items to be sold must be submitted** at the time of application. Photos may be emailed to hogeye@ci.elgin.tx.us or sent by mail. The Hogeye Festival Committee may require additional information before a decision is reached. Photos become property of the Hogeye Festival Committee.
 - Application must contain a **COMPLETE** list of arts & crafts items to be sold.
 - **Vendor shall provide social media links for advertising and will include the Hogeye Festival in their publicity marketing and outreach.**
 - **Electricity is not available for arts & crafts vendors. If you cannot operate without electricity, please email hogeye@ci.elgin.tx.us and explain your needs.** The committee will review your request. The decision will be emailed. Please be aware that there is a \$30 fee for electricity if approved.
 - **Payment methods** available include cash, credit/debit, check, and money order. Please make checks payable to **Elgin Main Street Board**.
 - Payment in full must be submitted at time of application. If submitting an electronic application and mailing in or dropping off payment at the office, please ensure that you include a note with the payment that includes both your name and business. Your application will not be processed until payment has been received.
 - **All booth fees are non-refundable. No refunds in case of inclement weather.**
 - Approval letters will be emailed. Please check your email often, as this is the main form of communication between the Hogeye Festival Committee and vendors.
 - **Approval can take up to four weeks.**
 - **Vendor booth assignments will not be given out before check-in.**
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Please note that failure to submit all required information will delay your application and result in a non-refundable reprocessing fee of \$15.

ARTS & CRAFTS VENDOR APPLICATION

Vendor Information

Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Cell: _____

Email: _____

License Plate Number of car used at the festival: _____

Social Media Links _____

Booth Information

All spaces are 10x10. All equipment (tables, displays, etc.) must remain within the space boundaries.

Vendor Type	Before Oct. 1	Oct. 1 and after
Arts & Crafts	\$130	\$150
Non-Profit Organizations	\$55	\$65

If Non-Profit, please indicate whether fund-raising or promotional only. Fund-raising booths are limited to hand-made arts & crafts, raffles, cake walks, or activities of that nature, but may not sell commercially manufactured or resale merchandise.

Number of spaces desired: _____ X Booth Cost: _____ = Booth Total _____

Please include a list of **ALL** items to be sold. Selling items not on the list could result in the forfeiture of your booth fee and possible dismissal from the festival grounds.

Item	Item

ARTS & CRAFTS VENDOR APPLICATION

TOTAL DUE: _____

PAYMENT METHOD: check cash credit/debit card money order

Card Number: _____

Name on Card: _____

Expiration: _____

Security Code: _____

Billing Zip Code: _____

I/We, _____, release all sponsors, co-sponsors, clubs, organizations or individuals involved in the Hogeye Festival from any liability, product or personal, for the duration of the event. I have enclosed my non-refundable booth fee. I have read the rules and agree to abide by them. I understand that failure to comply with the rules set forth by the committee will result in termination of this contract without recourse by the participant and the Hogeye Festival Committee, Elgin Main Street Board or City of Elgin shall not be liable to anyone for this action.

Signature _____

Date _____

COMMENTS:

Please do not write in the box below. Festival use only.

Postmark date:_____ Amt. _____ Payment Method:_____ Check #_____
Vendor accepted/rejected (circle one) Y N Reason:_____
Check to A/R:_____ Vendor notified:_____