



Stars Over 6 Vendor Application

Saturday, July 4, 2026

10 Jack Brooks Rd. / Galveston County Fair Grounds

Trailer Vendors Set Up: 12:00 p.m.

Food Truck Inspections: 1:00 p.m.

Indoor Vendor Set Up: 1:30 p.m.

Outdoor Vendor Set Up 1:30 p.m.

Indoor Vendor No Electricity: \$150

Indoor Vendor WITH Electricity: \$200

Outdoor Vendor No Electricity: \$50 (before June 1st) \$75 (after June 1st)

Outdoor Vendor WITH Electricity: \$75 (before June 1st) \$100 (after June 1st)

Food Vendor: \$100 (before June 1st) \$200 (after June 1st)

Entry Deadline to City Hall is June 15, 2026, 5:00 p.m.

PLEASE PRINT CLEARLY

Company/Organization Name: _____

Type of Merchandise: _____

Tax ID Number (REQUIRED): _____

Contact Name: _____

Phone Number: _____

Address: _____ City, State, Zip: _____

Email Address: _____

Space Selection:

Please indicate which of the following types of space for which you are applying. Include the tongue, etc. when selecting your space size.

___ 10'X10' outside space (no electric)

___ 10'X10' outdoor space (with electric)

___ 10'X10' indoor space (no electric)

___ 10'X10' indoor space (with electric)

___ 10'X10' Food truck vendor

___ 20'X20' Food truck vendor

___ 10'X10' Trailer vendor

___ 20'X20' Trailer vendor

Electrical – one (1) 110v plug outlet is provided with each 10'X10' space. One (1) 110 plug outlet provided with each 20'X20' space. **Must provide your own extension cord.**

Please indicate your electrical needs. _____ 110v with 15amp max.

ITEMS TO BE SOLD OR GIVEN AWAY-

* Please list all items to be sold or given away. If you have an informational booth, please indicate that in this space:

Waiver: The City of Santa Fe reserves the right to refuse any vendor application, should this occur the fee will be refunded. The Vendor shall defend, save and hold harmless The City of Santa Fe, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths are not insured by The City of Santa Fe, or any sponsoring agents. Vendors must make provisions for safeguarding their goods. Vendor assumes full liability for protecting, care and maintenance of exhibitor's property. No refunds will be issued, even in the event of a cancelled event due to weather or other act of God, or who do not show up, or to those who show up late.

I understand that by registering to participate in this event, I am required to provide my Tax ID and charge sales tax on the sale of the items rendered in accordance with the regulations set forth by the City of Santa Fe, Texas.

Please sign to acknowledge that you have read all of the information, rules and regulations and agree to be bound by this agreement.

Name (print)

Signature

Date

****Generators are strictly prohibited**

**** No alcohol sales, no soda sales & no water sales NO EXCEPTIONS**

Application Remittance:

In person to: City of Santa Fe City Hall, 12002 Hwy 6, Santa Fe, TX 77510,

Monday-Thursday, 8:00 am to 5:00 pm

By email to: Georgia Argentine, Community Services Director, at gargentine@santafetx.gov

Include Belinda McCrory, Community Services Assistant, at csassistant@santafetx.gov

For Office Use Only:

Fee paid: _____

Method: _____

Date: _____

Director Approval: _____

Vendor Rules and Regulations

- The City of Santa Fe and Galveston County Fair & Rodeo reserves the right to interpret, modify and settle all matters related to these rules. Any vendor who violates any of the rules will forfeit all privileges.
- Vendors are responsible for their own tables, signs, tent covers, chairs, etc.
- Vendors agree to remove all trash from their space prior to leaving.
- All vendor sites are limited to 10x10 in size.
 - Food trucks and other on-site food vendors must provide all applicable licenses at the time of application submission.
- **Acceptable items for sale or display:**
 - All items / menu items sold or displayed must be listed on the application when submitted to the City of Santa Fe. The City of Santa Fe and Galveston County Fair & Rodeo will review the list, if there are items not allowed you will be contacted to have them removed from the list. Once the list is approved you may not display or sell any additional items without approval from the City of Santa Fe and Galveston County Fair & Rodeo. Menus cannot be changed during the event. Careful consideration is given to menu inclusions to allow for a wide variety of offerings and fair competitive advantage without oversaturation of specific items.
 - All vendors and those accompanying vendors must obey City, County, State and Federal laws, including fire codes.
 - Exhibitors may bring an ice chest of water/soft drinks for personal use only, unless the vendor is registered as a food vendor and has provided the appropriate licenses.
 - **Offensive Items:** The City of Santa Fe and Galveston County Fair & Rodeo reserve the right to prohibit the sale, rental or display of any item, the City of Santa Fe and Galveston County Fair & Rodeo reasonably deems objectionable from the standpoint of taste, quality, or compatibility with the City of Santa Fe's and Galveston County Fair & Rodeo's mission. Some items that will not be considered for sale, giveaway or rental without prior written approval includes but are not limited to weapons of any kind, lasers, high powered water guns, rubber band guns, toy guns, marshmallow guns, stink bombs, fireworks, other items that may cause harm to another person or damage the grounds, products made from endangered animals, unsafe, inflammatory, obscene, and pornographic or drug related items.
- **Booth Staffing:**
 - It is the responsibility of the vendor to ensure that their booth is always staffed during the event hours of agreed operation. It is also the vendors' responsibility to make sure all employees are familiar with the rules and regulations, knowledgeable about the products or services sold in the booth, appropriate in appearance, and courteous to all visitors, staff, and volunteers.
- **Refunds:**
 - Once an application is accepted, there will be no refunds for any reason. The City of Santa Fe and Galveston County Fair & Rodeo requests that all vendors have a reasonable return/refund/exchange policy for customers during the event. If refunds are not offered by vendors, signage must be clearly displayed in the booth/space stating that refunds are not offered.
 - No refunds will be given due to rain or other weather-related conditions unless declared a state of emergency.
 - Vendors that are a no-show on the day of the event will forfeit their registration fee.

- **Electricity:**

- Under no circumstances should any person other than the Galveston County Fair & Rodeo approved representatives be authorized to access utilities of any kind. Electricity is available at the discretion of the Galveston County Fair & Rodeo Grounds Superintendent.
- Electrical: All power requirements must be stated through the application process and submitted by June 15th.

Inside electrical distribution 120 Volt 20 AMP receptacles

Outside electrical distribution 220 Volt 60 AMP cam locks connection
220 Volt 50 AMP RV plugs
120 Volt 20 AMP GFCI receptacle

- Should vendors have additional electrical requirements, the City of Santa Fe and Galveston County Fair & Rodeo will review and approve all requirements. Changes or additions to electrical requests after June 15th may not be granted. Additional extreme electrical requests should be scheduled in advance and will not be guaranteed.
- Vendors may not unplug other vendors electrical cords or cables. Bring all issues and concerns to the City of Santa Fe.
- Extension cords must be rated for outdoor use and sized accordingly for electrical services. Any cut taped or damaged cables will NOT be allowed.
- We will **NOT** provide or distribute extension cords to vendors; you must bring your own extension cords.

- **Water connections:**

- Water connections are located near the food court. Hoses and connections must be provided by the vendor.
- Water and power connections are not guaranteed for vendors.

- **Advertising:**

- The City of Santa Fe and Galveston County Fair & Rodeo logos and any other artwork used by the event cannot be used on any products and/or marketing materials such as advertisements, promotions, other forms or materials without the consent from the City of Santa Fe and Galveston County Fair & Rodeo Public Relations Superintendent.
- Use of Name or Official Logo: No vendor may use the official event name, City of Santa Fe and/or Galveston County Fair & Rodeo, its branded name, or its logo without prior written consent from the City of Santa Fe and Galveston County Fair & Rodeo. This includes the use of the name or logo for any marketing materials, media, or promotions.

- **Pets:**

- No pets allowed on grounds other than service dogs. Emotional support animals, comfort animals and therapy dogs are not considered service animals under Title II and Title III of the ADA and therefore are not permitted on the fairgrounds.

- **Prohibited Items:**

- No weapons of any sort, illegal substances, bicycles, motorized bicycles, Segway's, skateboards, hoverboards, selfie sticks, drones, golf carts, roller skates or pets are allowed within the Fairgrounds. No video cameras or recording devices of any kind are allowed.

- **Security:**
 - There will be ground security throughout the event. According to the terms of the application the City of Santa Fe and the Galveston County Fair & Rodeo assumes no responsibility for any items during the event hours, any items left before or after the event hours, or claims suffered by any loss or theft.
- The City of Santa Fe and the Galveston County Fair & Rodeo are not liable for any losses due to weather, damaged inventory, shoplifting or any other risk that is assumed when setting up at an outdoor venue. Vendors are encouraged to pack up and secure inventory at the end of the event.

- **Parking:**
 - After unloading the vehicle with merchandise, vendors are to move their vehicles to the designated parking area.
 - No vendor vehicles are allowed to park inside the grounds at any time.

- If payment and signed contract are not submitted in full by June 15th, you will not be guaranteed space.
- There are NO guarantees you will be assigned the space you requested. In the event of a conflict with the rules or special circumstances, the decision of the Community Services Director is final. First right of refusal on all vendors is at the discretion of the Community Services Director.
- **NO ALCOHOLIC BEVERAGES ARE TO BE BROUGHT IN OR OUT OF THE PREMESIS**

Booth Instructions

- **Check-in: The following guidelines are put in place to make the arrival/set-up of your space accommodating:**
 - All vendors must check in with event staff inside of the Ed Picket Community Center prior to unloading to receive location assignment.
 - Indoor vendors check in starts at 1:30 p.m.
 - Outdoor vendors check in starts at 1:30 p.m.
 - Vendors must remain in place between the event start time at 4:00 p.m. and the event end time at 10:00 p.m.
 - Event staff must be notified if an emergency occurs that would require a vendor to break down and leave prior to the end of the event at 10:00 p.m.
 - Vehicles, including but not limited to golf carts and ATVs, will not be allowed within the event space after 3:30 p.m. or prior to 10:00 p.m.
- **Cleanliness of Booth Area:**
 - Vendor is responsible for maintaining a neat and clean booth area. All garbage, boxes, materials, coverings and non-display items must be removed, and all cleaning must be completed prior to departure. The Galveston County Fair & Rodeo will provide trash receptacles throughout the grounds.
 - All trash produced by your booth should be placed in receptacles. Boxes must be broken down and placed in outside receptacles. Dumpsters are located on the Fairgrounds.
- **Signage:**
 - Each vendor's booth must post a sign, visible to the public, which states the company name, menu (if applicable) and prices. The signs must be of a professional nature. No handmade signs will be allowed. Menu and prices cannot change once application has been submitted and approved. Signs must be placed NO more than 3 feet from the trailer or booth space. **SIGNS MUST REMAIN IN THE ASSIGNED SPACE.**
- **Propane Tanks:**
 - The use of propane tanks will strictly be limited to food vendors. All propane tanks used by food vendors must be properly secured
 - Propane used in Food Trailers must have a current pressure inspection with a certification and will be inspected by the local Fire Marshal for compliance. Food Trailers found to be non-compliance will be shut down pending further reinspection.
- **Tents:**
 - All tents, tarps, and canopies must be anchored with a minimum of 40lbs per leg. This can be weights, containers of sand, containers of water, concrete, etc. All tie down ropes/strings must be flagged for visibility. All tents, tarps, and canopies should be lowered or closed when booth is not in operation.
- **Breakdown of Space:**
 - Breaking down during event hours is not only discourteous but also poses a safety hazard. Vendors should not break down early without prior approval from the City of Santa Fe. Vendors that break down early may not be allowed to exhibit at future events. Items left after the event move out will be disposed of at the discretion of the City of Santa Fe and additional billing for removal of left-over items may occur. All spaces must be left clean and trash free upon move out.
 - Vendors may begin packing their booth no earlier than 9:00 p.m. NO cars or trucks will be allowed on fairgrounds until 10:00 p.m.
 - Vendors remaining on the grounds after 10:30 p.m. will be charged an additional fee of \$50.00 or City of Santa Fe may, at that time, remove the exhibit and all property of vendor situated in or about the leased space.
 - The City of Santa and the Galveston County Fair & Rodeo will not be responsible for items left on the grounds. **NO EXCEPTIONS TO THESE RULES!!!**

***** EMERGENCIES*****

In the event any situation arises which in the sole discretion of the City of Santa Fe and Galveston County Fair & Rodeo, requires immediate suspension of event activities or a part of same including the activities of event patrons, concessionaires, vendors or any individuals, firms or corporations with or without contracts to be present on the Fairgrounds, it is agreed that they will cease their operations or activities immediately upon notice until directed to reopen or resume activities by the City of Santa Fe and Galveston County Fair & Rodeo. All parties agree that no liability shall be asserted against the City of Santa Fe or Galveston County Fair & Rodeo on account of such closing or ceasing of activities even for lost profits, rent paid, or expenses of any kind.

Please sign to acknowledge that you have read all of the information, rules and regulations and agree to be bound by this agreement.

Name (print)

Signature

Date

FOOD VENDOR SPECIAL RULES

Space

1. Food vendors spaces are leased for \$200.00 and are accepted depending on space availability, product need availability and approval of the City of Santa Fe. NO REFUNDS FOR ANY REASON
2. Electricity is available as follows: one (1) 110v plug (20-AMP max) or one (1) 220v 50 AMP RV plug or one (1) 220v 60 AMP cam locks. There will be NO electricity available to vendors before 12:00 p.m. Any vendors needing electricity before this time will be charged accordingly. Extra installation costs of \$50.00 per 110v plug will be at the cost of vendor. ALL electrical needs MUST be submitted to the City of Santa Fe with the contract. **No generators are allowed.** The vendor will be responsible for bringing their own extension cords and water hoses. Extension cords must be rated for outdoor use and sized according to electrical needs.
3. Vendors WILL NOT BE PERMITTED TO CAMP ON THE FAIRGROUNDS OR IN THE PARKING LOT. NO EXCEPTIONS TO THIS RULE.
4. Food and drinks concessionaires shall be required to provide a booth or self-contained trailer. ALL booths are required to have a floor and a roof.
 - a. Propane use in Food Trailer must have a current pressure inspection with a certification and will be inspected by the local Fire Marshal for compliance. Food Trailers found to be in non-compliance will be shut down pending further inspection
5. Vendors must check in with the City of Santa Fe upon arrival. Set up will be as follows:
 - a. Trailers / Food Trailers may come in at 12:00 p.m.
 - b. Trailers / Food Trailers must be in place by 2:00 p.m.
 - c. Trailers / Food Trailers must be ready for operation no later than 4:00 p.m.
6. Concession booths shall always be clean and neat. Signs, banners, and decorations must be constructed in such manner as not to obstruct the view of any other vendor nor create a hazard. Crepe paper or highly flammable material are not permitted in preparation of the booth. Open fires are strictly prohibited during the operation of space. The burning of wood and/or charcoal is permitted in an approved pit with cover (lid). No dumping of grease or gray water is allowed. NO PETS WILL BE ALLOWED ON THE FAIR GROUNDS. ONLY services animals as Defined by Title II and Title III of the ADA are allowed.
7. All tents, tarps, and canopies must be anchored with a minimum of 40lbs per leg. This can be weights, containers of sand, containers of water, concrete, etc. All tie down ropes/strings must be flagged for visibility.
8. NO type of horns or similar instruments may be used to attract patrons. Vendors displaying television sets, radios, musical instruments, or speakers must maintain a volume that is not boisterous. The erection of antennas or any similar instruments on the roof of any building is prohibited.
9. A PORT-A-CAN will be placed near the vendors. PUBLIC EMPTYING OF ONES BLADDER IS STRICTLY FORBIDDEN ON THE PREMISES.

10. Vendors designated space shall be used solely for the purpose(s) outlined under "Items to be Sold" on the Contract. NOTHING ELSE shall be sold or given away from rented space, booth, or concession. NO part of any space under Contract may be transferred or sublet to another person.
11. ALL VENDORS MUST CONDUCT THEMSELVES IN AN APPROPRIATE BUSINESS-LIKE MANNER AT ALL TIMES. Failure to comply with this rule is grounds for eviction without recourse or a refund.
12. Booths must be manned and operational during these hours for the length of the event. Unless prior arrangements have been made with the Community Services Director. Vendors who do not follow the minimum schedule of operation will be evicted from the fairgrounds without refund.
13. Vendors may begin packing their booth at 9:00 p.m. No vehicle traffic will be allowed on the grounds until after 10:00 p.m. Vendors must leave their spot clean. It is not allowed to leave trash, boxes, jugs of grease when leaving the grounds. Dumpsters will be provided for your trash and if a grease disposal is not available, you must take your used grease with you. No Exceptions. Vendors who do not follow this rule will not be invited back to future events. Vendors remaining on the grounds after 10:30 p.m. will be charged an additional fee of \$50.00 or the City of Santa Fe and Galveston County Fair & Rodeo at the time may remove the exhibit and all property of the vendor situated in or about the leased space at the expense of the vendor. The City of Santa Fe and the Galveston County Fair & Rodeo will not be responsible for items left on the grounds. NO EXCEPTIONS TO THIS RULE!!!
14. In the event of a conflict with the rules or special circumstances, the decision of the Community Services Director is final. First right of refusal on all vendors is at the discretion of the Community Services Director.
15. All food vendors are required to have an inspected and updated fire extinguisher located inside their booth. If a vendor utilizes grease, a type K fire extinguisher will be required.

Permits, Foods, & Beverages

1. Once your contract has been approved, food and drink concessionaires must contact the Health Department, and must comply with the rules and regulations as set forth by the Galveston County Health Department. A health permit, issued by the Galveston County Health District, is required before vendors are allowed to sell any products, and must be clearly displayed unless initial contact with the Health Dept. has been made.
2. All sales taxes, income taxes, FICA, or other State and Local taxes arising out of or in connection with the vendors' use of the leased space are the sole responsibility of the vendor and must be paid by vendor in accordance with existing laws. Vendors Sales Tax Permit must be prominently displayed in Vendors space if vendor is selling merchandise and/or product directly to the public. Vendors Sales Tax ID # must be on the contract.
3. Adequate security will be furnished by City of Santa Fe and GCF&R. The City of Santa Fe and GCF&R will NOT be responsible for all damaged and/or stolen items. It is in the best interest of the exhibitor to secure all belongings and merchandise.
4. Vendors agree to indemnify and hold harmless the City of Santa Fe and Galveston County Fair & Rodeo, its agents, officers, and employees from all claims, losses, costs, damages, or expenses resulting or arising from any and all injuries to or death of any person or damage to any property caused by any act, omission or neglect of Vendor or Vendors agent, employees, invitees, contractors, or guests which occurs in or about the leased space.

5. Vendors agree to use and occupy the leased space at the vendors own risk and hereby releases the City of Santa Fe and Galveston County Fair & Rodeo, its agents, officers, employees and invitees from all claims for any damage, loss, or injury to persons or property to the full extent permitted by law occurring in or about the leased space, including, but not limited to, damages resulting from the acts of other vendors, theft, vandalism, fire and other casualty damage or damage arising out of any defects in the premises.
6. Payment for the space in this Contract must be in FULL and included with Contract to be considered by the City of Santa Fe. All payments shall be made by MONEY ORDER, CASH, or CASHIER'S CHECK made payable to the City of Santa Fe, or with MASTERCARD or VISA. NO PERSONAL CHECKS will be accepted. A copy of the contract will be returned to you upon approval. If your application is rejected, ONLY THEN can full payment for contracted space be returned. If balance due is not received by then, space cannot be guaranteed. All available spaces at that time become first come first serve.
7. The terms of this contract may not be changed, altered, cancelled, or a refund paid after approval by the City of Santa Fe. REMEMBER, if contract is accepted, the City of Santa Fe and/or GCF&R shall issue no refund to vendors. The City of Santa Fe and GCF&R reserve the right to decide on food selections and number of food items to be sold by vendors. The City of Santa Fe and GCF&R reserve the right to reject any contract for any reason. It is further understood and agreed that should the vendor fail, neglect, or refuse to open and/or conduct business in said space as agreed, the City of Santa Fe shall retain all monies herein as liquidated damages. The parties agree that the above is considered a material breach and the City of Santa Fe may terminate said contract and reassign space to another party and not invite back for any future events.
8. The views and policies of our vendors, sponsors, volunteers and participants do not reflect the views of the City of Santa Fe or Galveston County Fair & Rodeo.

Non-Food Vendors Special Rules

SPACE

1. Inside non-food vendor spaces are approximately 10'X10'. These spaces will be leased \$150 (no electricity) \$200 (with electricity) depending on space availability, product need availability and approval of the Community Services Director. These spaces are inside a commercial building. Fees are non-refundable for any reason.
2. Outside non-food vendors' spaces are 10'X10'. These spaces will be leased for \$50 (before June 1st no electric), \$75 (before June 1st with electric), \$75 (no electric after June 1st), \$100 (after June 1st with electric) depending on space availability, product need availability and approved by the Community Services Director. Your set-up including trailer tongue, etc. must fit in the 10'X10' or 20'X20' space or an additional space must be purchased.
3. Outside electricity is available as follows: one (1) 110V plug, (15 AMP Max) ALL electrical needs MUST be submitted to the Community Services Director with the contract. There will be NO electricity available to vendors before 12:00 p.m. Any vendor requiring electricity before this time will be charged accordingly. NO electrical generators are allowed. The vendor will be responsible for bringing their own extension cords. Extension cords must be rated for outdoor use and sized according to electrical needs.
4. Inside electrical is available as follows: one (1) 110V plug, 15amp Max. ALL electrical needs MUST be submitted to the Community Services Director with the contract. NO electrical generators are allowed. The vendor will be responsible for bringing their own extension cords and must be sized accordingly for electrical needs. Lights for the building will be provided by GCF&R.
5. Tables, chairs, and any other items needed by vendor are to be provided by the vendor. NO covered area is provided for outside leased spaces. Vendors shall be responsible for expenses of the construction of booth spaces. Booth spaces must be soundly constructed. All tents, tarps and canopies must be anchored with a minimum of 40lbs per leg. This can be weights, containers of sand, containers of water, concrete, etc. All tie down rope/strings must be flagged for visibility. All improvements on said space are subject to the approval of the Community Services Director. NO holes may be dug in the concrete or other types of hard surfacing without the consent of GCF&R. All stakes or other obstructions must be clearly marked for safety.
6. Vendor booths shall be clean and neat at all times. Signs, banners and decorations must be constructed in such a manner as to not obstruct the view of any other vendor nor create a hazard. Crepe paper or highly flammable materials are not permitted in preparation of the booth. Open fires and/or the burning of wood or charcoal are strictly prohibited.
7. NO type of horns or similar instruments may be used to attract patrons. Vendors displaying television sets, radios, musical instruments, or speakers must maintain a volume that is not boisterous. The erection of antennas or any similar instruments on the roof of any building is prohibited. Tattooing or body piercing is not permitted. Temporary tattooing and/or face/ body painting may be applied only on already exposed skin. Clothing may not be lifted or removed.

8. Vendors designated space shall be used solely for the purpose(s) outlined under “Items to be Sold” on the approved Contract. NOTHING ELSE shall be sold or given away from a rented space, booth, concession, or any other area of the Fairgrounds. If items are to be given away at your booth, please list these items on your contract as such. Vendors MUST conduct business ONLY in the area contracted and will NOT be permitted to distribute or sell advertising materials or products at other locations without prior approval. NO part of any space under Contract may be transferred or sublet to another person.
9. Vendors are NOT permitted to sell or give away lighters or knives (must be in enclosed cases or out of the reach of the public) to anyone under the age of eighteen (18). Vendors are NOT permitted to sell or give away laser pointers, gun powder products, firecrackers, throw down poppers, potato guns, guns, brass knuckles (double or triple finger), drug paraphernalia (i.e. posters, T-shirts, Health Product Labels, etc. showing marijuana plants, crack-cocaine, etc.). This also includes gang related items, and anything deemed inappropriate by the authorities. Periodic inspections of booth space will be made by security officers. Any item(s) which are of concern may be asked to be removed from your booth space and will not be allowed to be sold for the duration of the event. ALL VENDORS MUST CONDUCT THEMSELVES IN AN APPROPRIATE BUSINESS-LIKE MANNER AT ALL TIMES. Under no circumstances will vendors consume alcoholic beverages while working their booth. No signage, display or exhibit deemed offensive by the City of Santa Fe and/or GCF&R are allowed and must be removed when notified. Failure to comply with these rules is grounds for eviction without a refund. NO drones of any kind will be allowed onto the fairgrounds, either for sale, display, promotional or give away. This includes helicopters or any other type of flying equipment that could possibly carry cameras or cause harm should they become incapacitated.
10. Vendors WILL NOT BE PERMITTED to camp on the Fairgrounds or in the parking lot. NO EXCEPTIONS TO THIS RULE.
11. Vendors must check-in at Ed Pickett Memorial Hall upon arrival set-up will be as follows:
 - a. Outside trailers set-up 12:00 p.m.
 - b. Outside & Indoor vendors 1:30 p.m.
 - c. All vendors must be ready for operations no later than 4:00 p.m.
 - d. No exception to this rule unless prior arrangements have been made with the Community Services Director

Trailer clarification: Selling out of trailers means (1) vendor stands in their trailer and sell their product through a Window or opening (2) Vendors who keep their product in their trailer and customers must enter the trailer or lowboy type trailer and must offload your product and displays, your set-up time 12:00 p.m.

12. Vendors must notify the Community Services Director as soon as possible if they are unable to setup their booth space due to an emergency or unforeseen circumstances. The City of Santa Fe and/or GCF&R reserves the right to fill said booth space with another vendor; therefore, no setup items or merchandise may be stored in the booth space.

13. Booths must be manned and operational during the agreed hours. Unless prior arrangements have been made with the Community Services Director, vendors who do not follow the schedule of operations will be evicted from the fairgrounds without refund.
14. No Pets are allowed on the fairgrounds. Only service animals as defined by Title II and Title III of ADA are allowed.
15. A PORT-A-CAN WILL BE PLACED NEAR THE VENDORS. PUBLIC EMPTYING OF ONES BLADDER IS STRICTLY FORBIDDEN ON THE PREMISES.
16. Vendors are allowed to start packing up at 9:00 p.m. NO vehicle traffic will be allowed on the grounds until 10:00 p.m. Vendors remaining on the grounds after 10:30 p.m. will be charged an additional fee of \$50.00, or the City of Santa Fe and/or GCF&R may, at that time, remove the exhibit and all property of the vendor situated in or about the leased space. Vendors who do not follow this rule will not be invited back to any future events. NO EXCEPTIONS TO THIS RULE!!!
17. The announced intention of vendors to give away merchandise at the closure of the event must be fully complied with and the Community Services Director is to be given the names and addresses of any such winners. NO giveaways, drawings, surveys or questionnaires shall require change of long distance, credit card number, etc. A sample form MUST be submitted with the application.
18. In the event of a conflict with the rules or special circumstances, the decision of the Community Services Director is final. First right of refusal on any and all vendors is at the discretion of the Community Services Director.
19. IMPORTANT RULE FOR INSIDE VENDORS: All inside vendors must provide a 10'X10' (per space) mat, carpet or some kind of protection for the floor in your space/spaces. No partial covering is allowed. This will help prevent damage to our floors with some of the exhibit set-ups. You may ONLY use Blue Painters Tape on the floors. NO other tape of any kind is allowed. If you do not have this floor protection you will not be allowed to set up and remember there are no refunds for any reason.
20. The bathrooms within the Ed Pickett Building are not dressing rooms. Clothing vendors mut not allow or encourage customers to go to these bathrooms to try on clothing before they make a purchase. If a vendor is going to allow customers to try on clothing prior making a purchase, they must provide a dedicated dressing room area within their booth space.

CONTRACT

1. It is mutually agreed and made a part of this contract that the vendor, their employees and/or volunteers shall in all respects comply with the rules, regulations and tax requirements of the City of Santa Fe and Galveston County Fair & Rodeo as well as local, State, and Federal laws.
2. All sales taxes, income taxes, FICA, or other State and local taxes arising out of or in connection with vendor's use of the leased space are the sole responsibility of the Vendor and must be paid by the vendor in accordance with existing laws. Vendors Sales Tax Permit must be prominently displayed in the vendors' space if vendor is selling merchandise directly to the public. Vendors Tax ID # must be on the contract.
3. Vendor agrees to indemnify and hold harmless the City of Santa Fe and Galveston County Fair & Rodeo, its agents, officers, and employees from all claims, losses, costs, damages, or expenses resulting or arising from any and all injuries to or death of any person or damage to any property caused by act, omission or neglect of vendor or leased space. Vendor agrees to use and occupy the leased space at vendors own risk and hereby releases the City of Santa Fe and Galveston County Fair & Rodeo, its agents, officers, employees and invitees from all claims for any damage, loss, or injury to persons or property to the full extent resulting from the acts of other vendors, theft, vandalism, fire, and other casualty damage or damage arising out of any defects in the premises.

Name (print)

Signature

Date