



The Temple Railroad & Heritage Muesum  
*Iron Horse Art Festival*

JULY 10 & 11, 2020

**VENDOR APPLICATION**

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

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

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Email (**Required for Notification of Acceptance of Application**): \_\_\_\_\_

Telephone: \_\_\_\_\_

Business Social Media info (Facebook, IG, Website, Etc.) \_\_\_\_\_

Type of Art (must be specific): \_\_\_\_\_

Sales Tax ID#: \_\_\_\_\_ Price Range of work: \_\_\_\_\_

**Payment Options**

- 1. Credit Cards Accepted: **VISA, Mastercard, Discover ONLY**

Name on Card \_\_\_\_\_ Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Authorized Amount \_\_\_\_\_ Signature \_\_\_\_\_

- 2. Check payable to: **Temple Railroad & Heritage Museum**

## VENDOR AGREEMENT FORM

**Agreement:** I will only show & sell my original work. I agree that the photos enclosed represent the work that I will bring to the *Iron Horse Art Festival*. My booth staff and I will abide by the hours and parking guidelines as specified by the Show Committee as well as regulations of the show. I agree that there will be no reimbursement of booth fee in the event of cancellation, no show or inclement weather. I agree to have booth staffed during hours of show. There will be overnight security to monitor the outside vendor displays but vendor agrees to take the necessary precautions to ensure the safety of their exhibit space.

**Liability Release:** Merchant agrees to defend, indemnify and hold harmless the City of Temple, the Temple Railroad & Heritage Museum and its staff, committee members, all non-merchant volunteers from any loss, harm, death, damage, claim, cause of action, liability or expense arising at or related to merchant's booth and/or activities at the *Iron Horse Art Festival*.

**Safety:** Artists must comply with all safety requirements, and vehicles must be parked only in designated areas. Noncompliance will result in elimination from consideration for any future festivals.

**Prohibited:** No drawings / raffles or political party booths allowed at event. No products mass-produced for resale will be allowed at event. Vendors may not sell or give away drug paraphernalia or fireworks of any type as identified by the City of Temple. Knives, swords, stun-guns, weapons, any weapon related items or other items deemed as undesirable by the City of Temple are also prohibited. Amplified public address systems and/or loud music is prohibited. Only service animals allowed inside Railroad & Heritage Museum.

**Taxes:** Participating exhibitors will be responsible for collecting and paying current Texas sales tax on all sales made during the show, and report them as being sold in Temple, Texas.

**Publicity:** Vendor agrees to allow their name & exhibit photos to be used for press releases, media ads, and social media.

*\*To ensure that only original work will be on display, a special committee has been formed to inspect the booths the day of the event. Those vendors who do not comply with the guidelines will be asked to leave.*

**Vendor Signature** \_\_\_\_\_

**VENDOR RULES**

- A. Outdoor vendors (except Gazebo & Caboose) will not have access to electricity. Vendors may bring small **quiet** portable generators if needed. Temple Railroad & Heritage Museum reserves the right to require vendors to shut down generators if too loud. Gazebo & Caboose vendors **will** have access to electricity.
- B. Outdoor vendors may set up tents to cover their exhibits. Tents may **NOT** pierce the grass with any type of stakes/poles. To ensure the stability of tents, sandbags or other weighted materials must be used on the corner of the tent for the security of everyone. Vendors failing to secure tents will be asked to take them down.
- C. Vendors are responsible for cleaning up all trash before departing event. Vendors who fail to adhere to this requirement will lose ability to participate in future events.
- D. Vendors are responsible for supplying their own extension cords and any other items needed to have a 100% self-sustaining display.
- E. Vendors are responsible for set up, tear down and transportation of their displays. The Temple Railroad & Heritage Museum will not have workers available to assist vendors.

**LOCATION OPTION**

Vendors have their choice of an inside or outside location for their exhibits. Please provide **THREE** options based on the enclosed map where you would like to have your exhibit display. Final decision on exhibit location will be decided by the Temple Railroad and Heritage Museum. Vendors requesting locations inside of museum will **NOT** be moved to an outside location without initialing the box below. Vendors agreeing to be moved to an outside location will have the difference in rental fee refunded to them.

**1<sup>ST</sup> CHOICE:**      \_\_\_\_\_ **Inside Location**                                      \_\_\_\_\_ **Outside Location**

**2<sup>nd</sup> CHOICE:**      \_\_\_\_\_ **1<sup>ST</sup> Option**  
                                 \_\_\_\_\_ **2<sup>nd</sup> Option**  
                                 \_\_\_\_\_ **3<sup>rd</sup> Option**

\_\_\_\_\_ **(INITIALS REQUIRED)** I agree to allow the Temple Railroad and Heritage Museum to move my exhibit to an outside location if all inside locations are sold out. I understand that the difference in fee's will be refunded to me. Failure to initial this box will result in vendor not having a space for the Art Festival once all inside locations are sold out.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**RETURN PAGES 1 – 3 TO RAILROAD AND HERITAGE MUSEUM**

**Pg. 3**

*Office Use Only:*

\_\_\_\_\_ *Date Received*      \_\_\_\_\_ *Accepted*      \_\_\_\_\_ *Rejected*      \_\_\_\_\_ *Payment Reviewed*

## VENDOR BOOTH OPTIONS

1. **Inside Lobby:** Seventeen 9 ft. x 9 ft. booth spaces inside the lobby of Temple Railroad & Heritage Museum available. Vendors inside are **assured** of one 8-foot table, two chairs, & access to one electrical outlet. The lobby is air conditioned and is locked at night. **Limit one booth per vendor.** Vendor must exit Museum by 10:30 p.m. on Friday night. Access to Museum on Saturday morning will be available at 9:30 a.m. **Rental Cost \$200.00 - Register by February 28, 2020 and cost is \$170.00.**
  
2. **East Gazebo Area:** Fifteen outdoor spaces available located at East end of Museum. Spaces are located on grass with approximately half having full to partial shade. Size is variable due to outdoor set-up. Approximate size is 11 ft. x 11 ft. or larger. No electric, air conditioning, tables or chairs are provided for East Gazebo area. **Rental Cost \$75.00 – Register by February 28, 2020 and cost is \$60.00.**
  - 2a. East Gazebo Area also includes the option to rent Gazebo or deck of refurbished caboose. Both spaces are prime locations with only one vendor per space and include electric. No tables, chairs or air conditioning provided in the Gazebo or Caboose.  
  
**Gazebo & Caboose Rental Cost \$150.00 EACH – No Discount for Early Registration**
  
3. **Front of Museum – Facing Plaza:** Eight outdoor spaces available directly in front of the Temple Railroad & Heritage Museum. Approximate size is 10 ft. x 10 ft. Spaces have morning sun but will be under shade by approximately Noon - 1:00 p.m. No electric, air conditioning, table or chairs provided. **Rental Cost \$75.00 – Register by February 28, 2020 and cost is \$60.00.**

## **APPLICATION PROCESS**

The Temple Railroad & Heritage Museum *Iron Horse Art Festival* is **not** a juried show. Your photos and application will be reviewed to minimize duplication of art types and professionalism. Photos will not be returned. Notification of acceptance for the Festival will be sent out upon approval (**via email only**) and a spot will be reserved assuming payment is submitted with application. Failure to submit payment with application will prevent vendor from having a confirmed space at show. Applications will be filled on a first come / first serve basis. Vendors not chosen for show will not have their credit card charged and/or will have their check returned uncashed. **No refunds or partial refunds for cancellations, rain outs or no shows.**

## **ITEMS REQUIRED FOR REGISTRATION**

- Two color photos of individual pieces of your work and/or of your work in a display or show set up must be submitted with application. Put your name on all photos to insure they stay with your application. Photos will not be returned.
- Check or money order may payable to **Temple Railroad & Heritage Museum** for the full amount of booth space or credit card payment (see page 1). Checks, money orders and credit card payments will be processed upon approval and will not be refunded or held.
- Pages 1 – 3 of the vendor application. Pages 2 & 3 require signatures.

Mail or drop off completed application with payment to:

**The Temple Railroad & Heritage Museum**

Attn: Art Festival

315 W. Avenue B,

Temple TX, 76501

Hours: 10:00 a.m. – 4:00 p.m., Tuesday thru Saturday. Closed Sunday & Monday.

Call 254-298-5175 if you have any questions.

**Applications will not be accepted via email or fax.**

<p>Check in &amp; Set Up:</p>	<p>ALL vendors must check in at Museum Gift Shop <b>before</b> setting up displays.</p> <p><b>Outdoor Set Up</b> - Friday, July 10, 2020 between 10:00 am – 3:30 pm.</p> <p><b>Indoor Set Up</b> – Thursday, July 9<sup>th</sup>, 2020 between Noon – 4:00 pm.</p> <p>Vendors must be set up by 3:30 PM on July 10<sup>th</sup> for committee review.</p> <p>Vendors may start selling on Friday at 4:00 p.m.</p>
<p>Show Dates &amp; Times:</p>	<p>Friday July 10th, 4:00 pm – 8:00 pm</p>
	<p>Saturday July 11th, 10:00 am – 8:00 pm</p>
<p>Location:</p>	<p>Temple Railroad &amp; Heritage Museum at 315 W. Ave. B, Temple, TX 76501</p>
<p>Booth Spaces:</p>	<p>Inside Museum, Outdoor Gazebo Area, Front of Museum</p>
<p>Application Deadline</p>	<p>Early Registration with Discount: Jan. 15 – Feb. 28, 2020.</p> <p>Regular Registration (No Discount) March 1 – May 31, 2020</p>
<p>Vendor Benefits:</p>	<ul style="list-style-type: none"> <li>- Welcome Packet</li> <li>- Promotion of event through City of Temple Marketing Department</li> </ul>
<p>Show criteria:</p>	<p>Vendors inside the Museum must leave their displays set up overnight. Building will be locked at 8:30 p.m. and reopen on Saturday morning at 9:30 a.m. Vendors must secure items inside Museum to prevent loss or damage.</p> <p>Overnight security outside will be provided. Vendors must secure items to prevent loss or damage.</p> <p><b>The Temple Railroad &amp; Heritage Museum and/or the City of Temple are not responsible for any losses or damaged items.</b></p> <p>All exhibitors are required to stay the duration of the show.</p>