



Dear Vendor,

Come join Nacogdoches in the celebration of its heritage by becoming a vendor at the Nine Flags Christmas Festival. We hope to see you on **Saturday, December 7, 2019**. The event will be from 3 p.m.- 10 p.m. The lighted parade will begin at 6:30 p.m. followed by fireworks. Our lighted parade is the largest in East Texas with some 16,000 people in attendance. Here is the vendor schedule:

Saturday, December 7, 2019 2:00 p.m. Check-in and set
up booths 3:00 p.m. Streets clear and vendors ready
to sell 10:00 p.m. Breakdown of booths

Enclosed is an application so you can sign up as soon as possible. Vendor booths are going to be given on a first come-first serve basis, as there are limited spots available. There will be a check-in point for vendors the morning of the event. You will receive more information about check-in and other details in your confirmation letter, and you will be given your booth number when you check in the day of the event.

Please be sure to include on the application what your electrical requirements are, the dimensions of your booth and a photograph & list of what you will be selling. **We are only accepting 8 food vendors and 20 non-food booths. Electricity is limited so make your reservation today! (Food vendors include food trucks, popcorn, sodas, lemonade, etc.)**

For any vendor questions or festival information please call 936-559-2573, or email shillingp@ci.nacogdoches.tx.us. Thank you for your efforts and support.

Sincerely,

City of Nacogdoches Main Street
936-559-2573

Vendor Booth Rental Application December 7, 2019 at 3:00PM Check-in time: 2:00PM **You must contact the City of Nacogdoches for Health Permit Requirements at 936-564-5869.***Vendors must provide display equipment, canopy, tables, chairs, water hoses and extension cords (at least 100 FT Cords). ***

Name: _____ Tax ID: _____

Telephone: () _____ - _____ Email: _____

Street Address: _____

City: State: Zip: _____

BOOTH RESERVATION INFORMATION

**"Payments are Tax Deductible"*

***Type of Space Number of Spaces To Reserve Size of Space Cost Per Space**

_____ Food Space (Truck or Booth) **10' X 10'** exhibitor space(s) \$200

_____ Non-Food Space **10' X 10'** exhibitor space(s) \$100

***if your rig or display cannot fit into one space, you will need to rent two or more spaces; no exceptions. ***

1. Will you need electricity? Yes No

If Yes, Please use the checklist on the next page to check all items you need to plug in. We cannot supply electricity for items not included on this checklist. Electricity is provided on a first come first serve basis.

2. Dimensions of Trailer or Truck in Booth(s):

3. Please provide a description of the items to be sold in the booth (Required: Photo of booth setup)

Signature: _____ Date: _____

*Payable To (checks): Deliver or Mail Entry Forms to: Scan & Email Entry Forms to: Nacogdoches Main Street
Nacogdoches Convention & Visitors Bureau pinkertj@ci.nacogdoches.tx.us 200 E. Main St. Nacogdoches, TX 75961*

Please provide a W9 form, as well as certification of insurance coverage. After you receive confirmation of acceptance of your application, you will need to add the City of Nacogdoches as an additional insured. For an easy opt in option for insurance, use this link and choose the 3 day policy. You may also use your own insurance if you would like! <https://www.actinsurance.com/policy/buy/ai/MTI5MQ==>

Electrical Equipment Checklist

December 7, 2019 at 3:00PM

Check-in time: 2:00PM

GENERATORS AND OTHER GAS OPERATED EQUIPMENT ARE PROHIBITED.

Please circle each item you will be plugging in during the Festival: ITEM

HOW MANY?

Space Heater

Crock Pot

Electric Kettle

Fryer

Refrigeration Equipment

Ice Shaver

Other - Please Explain:

Other - Please Explain:

Other - Please Explain:

How many *110 Volt / 15 Amp* Receptacles do you need? How many *220 Volt / 50 Amp* Receptacles do you need?

The number of 220 Volt Outlets is limited; these outlets are first come first serve

How many *Water Outlets* do you need?

If you need water, you must bring your own hoses that are suitable for drinking water

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