

36th Annual Punkin Days

October 14, 2023

Contact information:

Floydada Chamber of Commerce

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Dear Vendor,

We invite you to participate in this year's 36th Annual Punkin Days hosted by the Floydada Chamber of Commerce. Come join this one-of-a-kind event "Punkin Days"; celebrating our most unique crop--the pumpkin.

This year's event is set for October 14, 2023 and will be open to the public from **10am-4pm**. Punkin Days is held downtown in Floydada, Texas around the courthouse. We are expecting a bigger crowd as Punkin Days has continued to grow over the years bringing in thousands of patrons from near and far. We will have plenty of live music, family fun, and all things pumpkin. Come join the fun and excitement!

To guarantee booth space, completed vendor applications must be submitted by September 25, 2023; thereafter you will incur a \$25.00 late fee. Incomplete applications will not be accepted, and full payment is required at the time of submission. If your booth is not paid for by the 30th, you will not be granted a spot. We **will not** allow payment to be made the day of, any longer, no exceptions. We now offer PayPal or Venmo for booth space. Venmo- 806-983-3434 PayPal- manager@floydadachamber.com

There is limited number of booths with electricity, please only apply for a booth equipped with electricity if it is a necessity. The use of generators is permitted for food vendors only. Those vendors that utilize a generator or a smoker that do not require any electricity will allow for more possibilities of the placement of your booth. If you require electricity, please get your application in ASAP so we can guarantee placement.

The Floyd County Pioneer Association is the host of the Old Settlers event in May, and the Floydada Chamber of Commerce is the host of Punkin Days in October, which you are applying for. Please understand that these two events and entities are not equivalent. **Therefore, if you apply to both events the booth space, fees, rules and regulations may not be the same.**

Please read the attached application and rules and regulations *very carefully* before submitting your application. The Floydada Chamber of Commerce has incorporated more information along with new additions to the guidelines, therefore making the application a binding contract with the Floydada Chamber of Commerce.

The success of Punkin Days and its vendors is based on the compliance of vendors along with the Floydada Chamber of Commerce; its officers, volunteers and members, event sponsors, The City of Floydada, and Floyd County. Every effort is made to publicize this event via social media, interviews with TV and radio stations from Lubbock to Amarillo, newspaper and event websites statewide.

In order to be considered a complete application, all required documents **MUST** be included in the package that is sent to the Floydada Chamber of Commerce:

- Vendor booth **application** form, signed by the responsible party (2 pages)
- **Payment** – make checks or money orders payable to the Floydada Chamber of Commerce
- Copy of **sales tax and use permit** or documentation of a non-profit organization [501(c)(3)]

Vendor booth application form including the rules and regulations are attached behind this document.

Punkin Days Rules & Regulations

- Set up is to begin at **7:00am** Saturday, October 14, 2023. If you absolutely require a Friday set-up, please call in advance. **All vehicles must be cleared out of the streets before 9:30am** and booths must be ready to open at **10am**. Booths must remain open throughout the day till 4pm, in which dismantling of your booth may begin. **No vehicles** will be allowed in the streets until **4:30pm, no exceptions!**
- This is an **outdoor event**, and there are **no refunds** for inclement weather.
- The Floydada Chamber of Commerce, its volunteers, or officers reserve the right to reject any application for vendor space, or any item listed on a vendor application; which is deemed unsafe or considered inappropriate for family viewing. The Floydada Chamber of Commerce also reserves the right to inspect booths at any time during the event to insure compliance. **Security personnel will be on site to enforce this policy.**
- Booths must be maintained in a neat, clean condition. Vendors are responsible for cleaning their area at the end of day, throwing all trash in the provided dumpsters.
- Vendors must provide necessary equipment to operate their booth. Tents, tables, tie downs, and personal trashcans are **NOT** provided.
- Harassment towards employees or volunteers will not be tolerated. If we see any issue during the application or placement process, we will remove your booth from our event with **no refund**. This also applies to the day of the event.
- Tents or displays **must be secured with weights, weighted blocks, or buckets. NO IN-GROUND STAKING**, such as those that can be driven into the ground with a hammer. The downtown streets are paved with bricks, and by driving stakes between the cracks of bricks, damage can occur. We want to preserve those historical bricks as best as we can.
- The area blocked off by cones around the square will be a **tow zone**, including the First National Bank driveway, as this is to remain open for **emergency** services. All vehicles parked in these areas will be towed by the Floydada Police Department, at the owner's expense.
- If your organization is exempt from sales tax liability, you **must provide** documentation [IE. 501(c)(3)]. Others **MUST** have a **Texas Sales and Use Tax Permit**. A compliance visit from the State Comptroller's Office **can be expected**. You are solely responsible for the reporting and payment of all sales/use tax applicable to your sales.
- Applications are **due by Monday, September 25, 2023**. Applications received after this date will incur a **\$25.00 late fee. Cancellations after September 25, 2023 will NOT be due a refund, no exceptions.**
- Submission of an application does not guarantee acceptance. Event officials reserve the right to select vendors.
- **Generators** may be used for **food vendors only**. All other vendors may not use generators.
- **Food vendors** must be compliant with the Texas Health Department; **each booth must** be up to current code and have a certified food handler present. A health inspection from the Texas State Health Department can be expected.
- A revised layout will be implemented in 2023, we will continue to use the revised layout, by having regular vendors on Main and Missouri Streets and food vendors on Wall and California Streets. We ask that you work with us as we continue to make this transition; therefore, **YOU MAY NOT** be in the same space as in years past. With this layout, it provides all vendors "prime" location, as there are four main access points and an organized walkway around the whole square. This also helps with the extreme congestion in the food vendor lines. We now also have to accommodate extra spaces for law enforcement personnel. Please understand we are trying to keep the best interest in mind for the success of the event as well as your business with the placement of the booths.
- Floydada Chamber of Commerce members will receive a 20% booth discount. Please note that with your application, if this applies to you.

My entry implies my willingness to abide by all event rules if accepted. My booth will be manned during all hours of the event and I understand I may not dismantle my booth until after 4:30pm. I will take full responsibility for the safety of my employees, my work, and myself. I will indemnify the Floydada Chamber of Commerce, its officers, volunteers and members, event sponsors, the City of Floydada, or Floyd County blameless from any failure to comply with the reporting of the taxes, nor any personal liability claims and loss/damage of goods that may arise from participation in Punkin Days. I understand that my work exhibited must be consistent with my submission for acceptance, and if my work is deemed inconsistent or obscene by event staff, I will be asked to leave the event and forfeit any fees paid. I also understand that I am expected to respect the volunteers, Chamber of Commerce staff and law enforcement. Failure to abide by these policies will disqualify me from this year's and year's following event. By signing below, I acknowledge that I have read and agree to the contents of the Punkin Days rules and regulations set forth in this contract.

Printed Name _____

Signature _____

Date _____