

## **West Texas Renaissance Faire Vendor Contract and Handbook 2026**

Your points of contact will be :

Vendor Coordinator/ Event Co Host: Bonnie Blanton

Contact Information: 432-559-0153

Email: [bonnie@westtexasrenaissancefaire.com](mailto:bonnie@westtexasrenaissancefaire.com)

Event Co Host /Organizer : Travis Mccorquodale

Contact Information : 904-582-7436

Vendors will be responsible for furnishing their own set-up, including tables, chairs, trashcans, etc. No items may extend more than two feet from your booth or visually block the booth next to you. All vendors are required to unhook their vehicle and park outside the event footprint. There are no exceptions for equipment, etc.

A representative must remain in your booth at all times until event closing. Due to congestion and in the interest of safety, no vendors will be able to move a vehicle through the event footprint prior to the event closing and it being deemed safe to do so by event organizers. All vendors need to secure merchandise during the hours of set up, event time, and tear down. West Texas Renaissance Faire and it's representatives are not responsible for any lost or damaged items, equipment, or personal property. You are responsible for cleanup of your area during and after the event. Any damage to public space, trees, electrical outlets, etc. will be the responsibility of the vendor.

West Texas Renaissance Faire, our partner organizations, or any volunteer associated with each event is not responsible for any personal injuries, fines, fees, or property damage or theft that may directly or indirectly occur as a result of participating in the event.

### **Vendor Fee-**

Admittance to the market is \$75 for a 10'x10' space. If a vendor requires additional space, the request should be submitted to the Market Team for review and additional \$50 for each additional 10'x10' space. If a vendor's license is terminated for violation of

the market rules, no refund will be made. Please note that the vendor fee does not carry with it any guarantees. All booth placements, market privileges, etc. are at the sole discretion of the Market Team.

Food Trucks: booth fee is \$150

501c3 approved booths fees are waived for this event

#### Absence-

Vendors must notify the Market Team 5 days (120 hours) before the beginning of Faire if they are to be absent. Failure to provide notice, late arrival, or a no-show absence may result in forfeiture of Vendor's license, and no refund will be remitted. Each occurrence will be determined on a case by case basis.

#### Market Cancellations-

The Faire will be canceled in cases of inclement weather or unforeseen issues. Vendors can email the Market Team for updates. Please note that West Texas Renaissance Faire will contact all vendors with market cancellations.

#### Admission of Products-

Only items that have been approved by the Market Team can be sold. If additional items would like to be added during the season, Vendor should contact the Market Team prior to the market at which the product will be sold. Failure to do so will result in refusal of booth.

#### Vendor Spaces-

Vendor spaces will be assigned by the Market Team. Booth rotations may occur during setup if extenuating circumstances arise. Vendor must ensure that no trash or any other items are left behind and the space is left in a clean and tidy condition. Vendors are encouraged to bring a sign that includes a business name and logo. Vendor spaces/booths must not encroach on neighboring vendor spaces or market-goer walkways.

#### Vendor Equipment-

Vendor is responsible for all equipment needs. This includes: tables, chairs, tents or other shade devices, electrical equipment (electricity is NOT available), sacks, boxes, etc. Due to our windy West Texas weather, tents must be safely secured and non-hazardous to fellow vendors or the public. Stakes are not allowed in the concrete, only the grass pavillion. Vendors are required to secure their tent with an alternative method, sandbags, weights, etc. Vendors should not depart the Market premises until they have completely taken down their belongings including (but not limited to) packing up all remaining products, collapsing canopies or tents and cleaning up any trash or debris.

#### **Electricity:**

Vendors must provide their own electricity. Generators are allowed; however, if you do not have a closed-frame inverter generator, you must provide a baffle box and sufficient line to place the generator far enough from the patronage to avoid disruptive smells and noise. The Vendor Coordinator has sole discretion to determine the degree to which a generator is disruptive. If you plan to use a construction-quality generator, you are strongly encouraged to seek approval before opening .

#### **Fire Safety:**

Please use extreme caution with any exposed flame in your shop or camping area. All reasonable fire safety measures must be in place at all times, and you must remain vigilant to avoid dangerous conditions. A fire extinguisher is required with-in 6 feet of any open flame. Never leave an open flame or other significant heat source unattended. Failure to comply with these fire safety standards will result in fines and/or removal from the Property.

#### **Lost and Found:**

Please hold all lost-and-found items until the end of the Faire day and then contact the Vendor Coordinator for pick-up. Please refer all requests for lost-and-found items to the Vendor Coordinator.

#### **Weapons:**

All weapons must be “peace-tied” while on Faire grounds such that the bearer is unable to draw unless they are used in Festival approved entertainment. String or zip ties are acceptable. No firearms are permitted on property.

#### **Violence or Threatening Behavior:**

Violence and threatening behavior, including social media aggression, are unacceptable and will not be tolerated. West Texas Renaissance Faire will respond to any such acts to the full extent available to it by Texas law.

#### Set-up and Tear-down-

Set up will begin Friday June 5<sup>th</sup> at 8 am. All vendors and entertainers must be ready and completed setup by Faire opening Saturday at 8 am. Vendors are not allowed to tear down spaces before market end as to not cause any confusion to customers. Special circumstances will be evaluated on a case by case basis. Tear down will begin Sunday evening at 6.

#### Parking-

Vendor parking is not allowed inside the market premises unless approved by the Market Team. There is parking available around the perimeter of the market.

#### Authorized Agents-

Sales by other family members and/or employees, also known as "agents" are permitted. You are responsible for all agents in your business. By signing this form, you acknowledge that you accept responsibility and liability for all agents and their actions. You must list all Agents in your application or email the marketing team with any changes. All agents must be listed before arrival.

#### Professional Code of Conduct –

In the spirit of professionalism, Vendors shall conduct themselves in a manner that: represents West Texas Renaissance Faire and themselves with dignity and respect; always demonstrates the qualities of civility and professionalism;; supports fellow vendors and staff in a positive manner; and always treats other vendors, staff and market customers with courtesy and respect. In addition, Vendor agrees to exercise the utmost care in the use of facilities and properties.

#### Responsibility and Adherence to the Law –

It is the responsibility of the vendor and agents to contact the Ector County Health Department, the Texas Comptroller's Office, and any other regulating entity for questions regarding licenses and laws of Texas and Ector County. Vendors must furnish their own permits and licenses if required by any regulating entity. Failure to do so may result in immediate forfeiture of Vendor's license for the remainder of the season.

Number of 10x10 spaces requested :

Name of Business:

Contact Information:

Name:

Address:

Phone:

Email:

Website/ Social Media:

Please give a description of what items you sell NOTE: any items that are not listed will not be approved:

Please Include product photos, booth photos, branding images etc in your email.

I consent to my business information and images provided to be used on social media

I agree to the terms listed above

Signature \_\_\_\_\_

Date \_\_\_\_\_