



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 2, 2017**. The event will be from 9 a.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 2, 2017	
7:00 a.m.	Check-in and set up booths
9:00 a.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 [allenc@ci.nacogdoches.tx.us](mailto:allenc@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 2, 2017 at 9:00AM  
 Check-in time: 6:30AM

*\*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:** \_\_\_\_\_

<b>Payable To (checks):</b> Nacogdoches Main Street	<b>Deliver or Mail Entry Forms to:</b> Nacogdoches Convention & Visitors Bureau 200 E. Main St. Nacogdoches, TX 75961	<b>Scan &amp; Email Entry Forms to:</b> allenc@ci.nacogdoches.tx.us
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**NO REFUNDS. RESERVATIONS ARE NOT COMPLETE UNTIL PAYMENT IS RECEIVED IN FULL.**  
 The Nine Flags Festival coordinators reserve the right to limit vendors based on the type of product or service provided, as well as the duplication of such products or services. Vendors will be held financially responsible for any property damages. Festival organizers retain the right to seek financial reimbursement for such damages. *This is a rain or shine event, unless otherwise deemed by the Shreveport National Weather Service, the City of Nacogdoches, and our First Responders.*



**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.**

Electrical Equipment Checklist

December 2, 2017 at 9:00AM

Check-in time: 6:30AM

*\*GENERATORS AND OTHER GAS OPERATED EQUIPMENT ARE PROHIBITED.\**

**Please check 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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