

Food Vendor

If you are applying and plan to sell food items you are responsible for your own licensing and paperwork in accordance with city and state regulations. Please visit <https://dshs.texas.gov/foodestablishments/> or call our local city offices to make sure you are up to date for any and all licenses.

It is the responsibility of the vendor to keep all paperwork on hand for city inspection, we are not responsible for keeping documentation of this sort on hand.

Booths, Fees, and Policies

- Booth rental fees are \$30 for the day; tables are available for \$5 each. All fees are non-refundable. Emergency cancellations will be considered on a case by case basis.
- All vendor spaces are outside.
- Vendors will be allocated a 10'x10' booth space and may not exceed the allocated space.
- We do not guarantee or provide electricity for events, vendors are responsible for their own energy sources.
- Artists/Vendors are responsible for setting up their own tent and space, weighting or securing tents, cleaning up their vendor space, and putting away any equipment they might have used for the event. (There are no designated volunteers to help you. If someone offers help, please thank them as they are not being paid to help you.)
- We will send out a Vendor Roll Call on the 10th of the month. Artists/vendors must reply confirming attendance for the upcoming First Saturday. The deadline for contact is by 5pm on the 25th, after which any locations being held tentatively will be made available to any artists/vendors on the waiting list.
- If you are unable to attend, please notify us prior to First Saturday so that we may fill your vendor space with another artist. Failure to do so will be a violation against you and can impact whether you will be able to return as a vendor.
- Payment will be accepted via cash or check. Checks must be made out to Chicken Farm Ventures LLC. Payments must be made by the 25th before 5pm. If you are not able to make the payment by this date and still wish to attend, our office must be contacted for considerations to be made. We allow spaces to be paid for in advance.
- Preferential spots will be given to those who have paid prior to the 25th
- Booth spaces are distributed on a first come, first serve basis and are subject to rotation pending themed weekends, reorganization, or special needs. We do not guarantee locations, or that they will be the same every time.
- First Saturdays run from 10am – 5pm and all Artists/Vendors are required to stay for the duration of the event. If there is an emergency and you need to leave sooner, please contact our event coordinator so that arrangements can be made. Leaving without notification will result in a violation and can impact location at future events
- Early set up is offered the Friday before the event from 2-5pm. Artists/Vendors are welcome to come locate their space and set up their tent and/or tables. The Chicken Farm Art Center is not responsible for any items left here overnight. Set up on Saturday morning starts at 8am. The event starts at 10am, plan to be ready by 9:30.
- All vehicles must be parked off the property or across the street by 9:30am and are not permitted back on the premises till after 5pm.
- No early takedowns, failure to abide by this will result in a violation. Exceptions will be considered in case of an emergency.
- Demonstrations are allowed. If they are loud please notify us so that we can place you away from the music. If it will be messy, notify us so that we can put you in an appropriate location for easy cleanup after the event.
- No smoking within 15 feet of public entrances. Ashtrays or buckets will be located near entrances of The Art Center for your convenience. Do not leave your butts on the ground.
- Along with the advertisement that the coordinator will do, it is the responsibility of the vendors to help promote the event. This event will only be a success if you, the vendor, help promote it. The CFAC has the right to tag any vendor in its advertisements but is not obligated to tag every vendor in its marketing nor is it obligated to repost any vendor posts.
- Creating an event page: You CANNOT create or duplicate the event page on Facebook using the same name and pictures from the main event page. This only causes confusion for the public

and Vendors. When a Vendor creates an event using the same name and pictures from the main event page it shows that this Vendor is the host of this event. This will not be tolerated, and that Vendor will be removed from the event. And no refunds will be given.

- CFAC Administrators or Staff are NOT liable for anything concerning you, your booth, your workers, your customers, etc., this also includes Tax ID's, etc. that YOU may need for your business, we hold no responsibility for anything to do with your booth.
- Children: If you bring your children, please be courteous to the other Vendors and watch your children. Children under the age of 15 will not be allowed to run around by themselves as the CFAC is not liable for their safety.
- Cleaning: Vendors must clean up their booths after the show. This includes:
 - Cleaning your area.
 - Pull up blue tape.
 - No boxes, trash, zip ties etc. left in your booth.
 - Trash must be taken out to the dumpsters.
 - Boxes must be broken down before you put them in the dumpster.
 - Must be packed up and out within 2 hours. There are some exceptions. We understand if you have 2-3 booths and have a lot of products that takes longer to pack up.
 - You must tear down your booth before you pull your vehicle up and block the entrance for everyone else.
 - No parking vehicles in front of loading / entrance during the show hours.

Violations

To maintain the quality of art and atmosphere that we strive for during our events, if an Artist/Vendor violates one of the rules for First Saturday there are consequences. In this order the following will be given: a warning following the violation/event (maximum of 3), once the third violation has been recorded any further violations will require a review from the committee and could result in relocation, restrictions, or removal from showing at First Saturdays. Discussions will be available with owners to discuss future viability of return as a vendor.

While we do not wish to do this, our mission and the expectations of the public must be upheld to the best of our ability. So long as there is open and honest communication between all artists, vendors, and our office all issues can be resolved.

I, _____, (print name) have completely read and agree to these terms and conditions. I understand that by signing this form I am bound to the rules and regulations set by The Chicken Farm Art Center hosting this and all art events. I verify that all information supplied on my application is current and accurate. I understand that this is an application and does not warrant acceptance to show during First Saturday and that if approved I will be contacted by The Chicken Farm Art Center and notified accordingly.

Date: _____

Signed: _____

The Chicken Farm Art Center
2505 Martin Luther King Blvd
San Angelo, TX 76903
Phone: 325-653-4936
Email: chickenfarmartcenter@gmail.com