

Nacogdoches

the oldest town in Texas

Dear Vendor:

Come join Nacogdoches in the celebration of Halloween by becoming a vendor at this year's Scare on the Square. We hope to see you on Saturday, October 27th, 2012. We will begin the festival at 4 p.m. and it will continue until 7 p.m. In 2011 attendance at Scare on the Square was over 8,500! Here is the vendor schedule:

Saturday, October 27 th , 2012	2:00 p.m.	Check-in and set up booths
	4:00 p.m.	Vendors ready to sell
	7:00 p.m.	Breakdown of booths

Enclosed is an application so you can sign up as soon as possible. There will be a check-in point for vendors the afternoon of the Festival located at Commerce and Fredonia Streets. You will not know your vendor assignment until then, **absolutely no exceptions**. Also please note that requests for locations of spaces WILL NOT BE CONSIDERED. *You will receive more information about check-in and other details in your vendor confirmation packet, which will be mailed to the address on your application approx 2 weeks prior to the event.*

Please be sure to include on your application what your electrical requirements are, dimensions of your booth, and a brief description of your plans for your vendor spot. Absolutely no late arrangements concerning electrical needs will be met. You must include that information on your vendor form. Vendor spots will be received and assigned on a first come first serve basis, so make your reservation today!! **Please respond by Friday, October 12, 2012 to reserve your space.**

Scare on the Square is an annual fundraiser for the Nacogdoches Main Street Advisory Board. Nacogdoches Main Street envisions Historic Downtown Nacogdoches as a year round destination where visitors and locals experience the heart of our community rich with history, commerce, entertainment, cultural, and educational opportunities. The Nacogdoches Main Street Program through public and private partnerships will preserve and promote historic downtown Nacogdoches through economic, historic, and cultural revitalization. Your participation as a vendor at this year's event will help us to continue the redevelopment of downtown Nacogdoches.

If you have any questions or need further assistance, please feel free to call me at (936) 559-2573 or email me at obriens@ci.nacogdoches.tx.us. Thank you for your efforts and continued support of Scare on the Square and historic downtown Nacogdoches.

Sincerely,

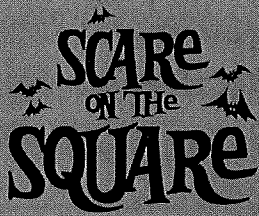
Sarah O'Brien
City of Nacogdoches Main Street Manager

P.O. Box 635030
City Hall Room 319
Nacogdoches, TX 75963



NACOGDOCHES
MAIN STREET

Ph. (936) 559-2573
Fax (936) 559-2910
obriens@ci.nacogdoches.tx.us



Saturday, October 27, 2012
 4 - 7 pm
 Historic Downtown Nacogdoches

Please make checks payable to:
City of Nacogdoches
 Mail application & payment to:
 Nacogdoches Main Street
 P.O. Box 635030
 Nacogdoches, TX 75963

Organization	<input type="text"/>	Contact Name	<input type="text"/>
Mailing Address ** (Confirmation Packet will be mailed to this address.) **			
City	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>
Telephone (preferably cell phone you will have the day of the event)	<input type="text"/>		Sales Tax ID If selling food and/or goods
Email Address <input type="text"/>			

Please check which type of space you would like to reserve and the number of 10' x 10' spaces you will need.
 If your display cannot fit into a 10' x 10' space, you will need to reserve additional spaces. No exceptions.
 If you are reserving a for profit vendor or food booth, please note you will be charged for each space you reserve.

<input type="checkbox"/>	10' x 10' Exhibitor Space (Giving away items or free games) = \$25 X Number of 10' x 10' spaces	<input type="text"/>	=	\$
<input type="checkbox"/>	10' x 10' Vendor Space (Selling non-food items, charging for games or activities) = \$75 X Number of 10' x 10' spaces	<input type="text"/>	=	\$
<input type="checkbox"/>	10' x 10' Food Vendor Space = \$175 X Number of 10' x 10' spaces	<input type="text"/>	=	\$

If you are a food vendor, please contact the City of Nacogdoches at 936-559-2556 for health permit requirements.

<input type="checkbox"/>	I will need electricity (Please use the checklist on the back of this form to indicate the items you need to plug in. We cannot supply electricity for items not on the checklist!)	<input type="checkbox"/>	I do not need electricity.
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Description of items to be sold, given away, or displayed.	<input type="text"/>
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Every effort will be made by City staff to ensure items are not duplicated. Approved items will be listed in your vendor confirmation packet. You must provide your own tables, canopy, extension cords, water hoses, etc. There will be NO refunds given. This is a rain or shine event. The Main Street Manager reserves the right to approve/disapprove vendors for any reason, including, but not limited to the type of product or service provided, as well as the duplication of products or services. Vendors will be held financially responsible for any property damages. The City of Nacogdoches retains the right to seek financial reimbursement for such damages.

Signed By _____	Date of Application <input type="text"/>
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Electrical Equipment Checklist

Please check each item you will utilize.

Fan Electric Kettle Refrigeration Equipment

Crockpot Fryer Ice Shaver

Hair Dryer Freezer Amplifier

Other

Please explain

How may 110 volt/15 amp receptacles do you need?

The number of outlets is limited, and will be assigned on a first come, first served basis. If you do not inform us of your electrical needs on this application, electrical outlets will not be reserved for you. Also, please remember to bring your own extension cords, as cords will not be provided.

How may 220 volt/50 amp receptacles do you need?

How many water connections do you need?

(If you need water, you must bring your own hoses. If you need water for your food booth, you must bring hoses suitable for drinking water.)

This Section for Use By City Staff Only

Application Complete When Received? Y or N

Payment Type

If Check, Check #

Payment Amount

Book Receipt #

AS400 Receipt #

Date Application Complete

Date Entered Into Database

Booth #1

Booth #2

Booth #3

Electrical Box #1

Electrical Box #2

Electrical Box #3

Electrical Box #4

Hose Bib #1

Contacts made with Vendor