



# The Chamber's HOLIDAY BASH

Mail To:  
Princeton-Lowry Crossing  
Chamber of Commerce  
PO BOX 722  
Princeton, TX 75407  
or email to: [nikki@plctxchamber.com](mailto:nikki@plctxchamber.com)  
(972) 372-4802

Please share the event:  
<https://fb.me/e/3vhOarGnW>

First and Last Name:	Phone Number:
Business Name:	Texas Sales & Use Tax ID:
Address:	City, State & Zip:
Email:	
Facebook and/or Instagram Account: (We will do our best to tag you! Please do the same for us!)	

We will be collecting Food & Toys for the Princeton Angel Tree and Toys for Tots. Please consider helping, if possible.	Are you a Chamber Member? Yes                  No
What products/offerings will your booth include? Please include a detailed description & attach photos.	

VENDOR SPACE	INDOOR SPACE (10 x 10)	OUTDOOR SPACE (10 x 10)	Food Vendors/Truck (power not provided)
PRICE	\$50	\$40	\$250
QTY			
TOTAL			

Spaces limited by type | Chamber Members receive priority | Electricity access not guaranteed

**Check here if you prefer an invoice to be sent for online payment (5% fee will be applied)**

**Please make checks payable to: Princeton-Lowry Crossing Chamber of Commerce; There are NO refunds.**

By signing below, I understand and agree that I shall indemnify, defend, and hold harmless the Princeton-Lowry Crossing Chamber of Commerce, Princeton VFW Bois D Arc Post 9167, Princeton ISD, and any of their related entities, officers, directors, employees, contractors, or volunteers from any claims (legal, equitable, or otherwise), attorney's fees, or damages incurred as a result of any loss, damage, vandalism, or theft whatsoever, including without limitation, active or passive negligence.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PLEASE REMEMBER TO ATTACH A COPY OF YOUR STATE OF TEXAS SALES AND USE TAX, CERTIFICATE OF INSURANCE, HEALTH PERMIT AND/OR FOOD HANDLER'S CERTIFICATE.**



# The Chamber's HOLIDAY BASH

## **RULES & GUIDELINES**

The Chamber's Holiday Bash will be held Saturday, December 10<sup>th</sup> from 12noon-6pm.

Vendors will be set up both OUTDOORS and INDOORS in the PHS Cafeteria at 1000 E Princeton Drive. Food Trucks and other attractions will be located OUTDOORS. We will have additional attractions such as Kids Activities, photos with Santa, etc.

(Please Note: this is NOT a mailing address. See below for contact information.)

### **Event Operations:**

The Chamber's Holiday Bash will host shopping hours from 12noon-6pm. Vendors may begin arriving as early as 8am to begin set up. Vendors must be present by 11:30am to participate and are required to remain open until the end of the event. You will have until 7pm to clear the school of all personal items.

1. A standard vendor space is approximately 10 feet x 10 feet. If more space is needed, you'll need to reserve multiple spots.
2. Vendors must supply their own tent, tables, chairs and any other items necessary to operate.
3. Vendors are strongly encouraged to clearly display their name, products and pricing.
4. Electricity may be available but is not guaranteed for indoor booths. Extension cords may be used so long as they are not placed in walkways; electricity will be unavailable for outdoor spaces/food trucks. Please plan accordingly.
5. No vendor may obstruct access to any other vendor.
6. Vendors shall be solely responsible for keeping their space and all areas in and about their vendor space(s) clean and free of any conditions that might potentially result in or cause injury to the vendors, patrons or any other persons or parties.
7. Vendors must clean up their spaces at the end of the event and vacate their space no later than 7:00pm. There is a \$50 fee per space when the event manager or any event volunteers are required to clean up a vendor's space at the close of the event. The fee must be paid before the vendor can participate in any future Princeton-Lowry Crossing Chamber of Commerce sanctioned event.
8. Smoking (including e-cigs) is STRICTLY PROHIBITED anywhere on the school property.
9. Vendors will not be allowed to bring any pets to the event (the only exception will be for service animals. Proper documentation may be requested at any time.)
10. The sale of live animals is STRICTLY PROHIBITED.

11. No firearms, alcoholic beverages or drugs will be allowed at the event.
12. Violations of the rules and complaints that arise shall be resolved by the Princeton-Lowry Crossing Chamber of Commerce Board of Directors. Vendors agree to abide by the Rules and Guidelines, and any decision of the Board of Directors shall be final.
13. Violation of any provision of the Rules and Guidelines shall be a material breach and default by the vendor. Vendor may be required to vacate the event immediately. Failure to vacate may subject the vendor to civil and criminal remedies, including but not limited to civil and criminal trespass. There will be no refund for spaces if asked to leave.
14. The Event Director and staff reserve the right to cancel any vendor's participation at any time if/when the vendor shall be found to be in violations of any event rule or eligibility requirements.

### **Vendors Selling Edible Goods:**

1. All vendors shall comply with the Collin County Health Department regulations. For more information, please contact Collin County Development Services at 4690 Community Avenue, Suite 200, McKinney, TX 75071, 972-548-5585. Or, Collin County Health Inspector Andrew Denaker at 972-548-5528 or [adenaker@collincountytx.gov](mailto:adenaker@collincountytx.gov). Please note: If you do not currently possess an active permit, you may apply for a temporary/short-term permit. Permit applications must be submitted at least five business days prior to the event. Per Collin County, a permit fee of \$25 is due at the time of application but is waived for those with proof of Tax-Exempt status. Please visit [https://www.collincountytx.gov/development\\_services/Pages/food\\_service\\_forms.aspx](https://www.collincountytx.gov/development_services/Pages/food_service_forms.aspx) to download the Food/Health Permit application.
2. Event Staff cannot and will not interpret Collin County Health Code.
3. Vendors of food items produced in their home must follow rules outlines in the Texas Cottage Food Legislation effective 9/1/2013 (HB970). For must be labeled according to the provisions of the law.

All sampling must follow safe food handling procedures. *No sampling outside of your booth space is permitted.*

### **Eligibility and Admission of Vendors and Products**

It is the intention of the Princeton-Lowry Crossing Chamber of Commerce, through The Chamber's Holiday Bash, to promote locally produced goods, as well as to support local businesses. All vendor applications will be processed in the order in which they are received.

The event manager will strive to limit similar types of all items, to maximize variety for the consumer and regulate competition within the event. Multi-level, network marketing and other flagships will be considered on a case-by-case basis and limited to no more than one per brand. Those preparing and service food on site will be limited to one vendor per food type (ie: BBQ, Tacos, Coffee, etc)

Vendors with used, gently used, garage sale or "picker" style items will not be accepted.

### **Vendor Application:**

1. All vendors wanting to participate in the event must agree to the terms of the rules and show their agreement by signing the application and submitting all other required forms, if applicable.
2. Vendors must submit the application and required documents, if applicable, at least 5 days prior to the date of the event.
3. Applications do NOT reserve vendor space. Once an application is received and reviewed, an email confirmation of acceptance/denial will be sent to the email(s) listed on the application. Event fees are due within 5 business days prior to the event; If you choose the electronic invoice option, an invoice

will be generated once your application is approved. Spaces not paid in full prior to the event will **NOT** be allowed to participate.

4. Vendor acceptance is the responsibility of the event manager and when applicable, subject to review by the Princeton-Lowry Crossing Chamber of Commerce Board of Directors.
5. All vendors are required to provide a copy of the State of Texas Sales and Use Tax permit with their application, unless selling **ONLY** non-taxable goods. Non-Profit 501(c) organizations can provide a copy of tax exemption form instead, if applicable. It is the vendor's responsibility to comply with the State Comptroller's requirements. MLMs should reach out to corporate offices for a copy of the State Tax Permit.
6. Vendors producing or manufacturing food products must submit a copy of their manufacturing permit from the Texas Department of State Health Services. All prepared food vendors must submit a copy of their Collin County Health Permit. Home bakers operating under the Texas Cottage Food Legislation must submit a copy of their food handler's certificate. Visit <https://www.dshs.texas.gov/food-handlers/> for more information.

#### **Liability:**

- a) It is strongly recommended that all vendors maintain active liability insurance.
- b) All vendors shall sign acknowledgement of an indemnity statement on application.
- c) Vendors shall be solely responsible for damages resulting from the sale of unsafe or unsound goods at the event.
- d) Any fines/fees imposed by the health department or other governing municipality on a vendor are the sole responsibility of the vendor.
- e) All permits must be displayed or available at the event, at all times.
- f) The Princeton-Lowry Crossing Chamber of Commerce reserves the right to revise the event Rules and Guidelines at any time and shall post notice of such revision to vendors.

#### **Parking and Loading/Unloading:**

All entry/exit will be through the Cafeteria doors located on the west side of the building. You may pull up to the doors, unload as quickly as possible and immediately move your vehicle **BEFORE** setting up, to allow other vendors the chance to unload. You may park anywhere on school grounds, but we ask that you keep the closest parking reserved for our customers, choosing further away parking whenever possible. After the event, please pack your items first, **BEFORE** bringing your vehicle around to load, again loading and moving your vehicle as quickly as possible to allow for others to do the same.

#### **Bad Weather/Event Closure:**

The event will be held, RAIN OR SHINE.

The Princeton-Lowry Crossing Chamber of Commerce reserves the right to cancel in the event of extreme or dangerous weather conditions including but not limited to ice, sleet or snow. If the event is cancelled, you will be notified of cancellation via email. All booth fees will be non-refundable.

This policy is intended for drastic/dangerous weather conditions only. Vendors are expected to attend as they committed on their applications. It is detrimental to the event, event-goers and fellow vendors when vendor spots are left vacant. Our event, visitors and your fellow vendors count on all of us being there. If for any reason you are unable to attend, please notify the event manager as soon as possible so that alternative plans can be made.

**Booth Assignment:**

- Designation and allocation of vendor spaces are the responsibility and at the discretion of the event Manager. Spaces shall be sold as the applications are received and approved, until the event is at capacity.
- No vendor is allowed to sublet their space; No trading of spaces unless approved by the manager on a case-by-case basis.

**Professional Standards:**

All vendors are expected to behave in a professional manner, at all times. Vendors shall promptly cooperate with all requests from event manager, Chamber staff, law enforcement or emergency services personnel. Vendors may be asked to leave due to disorderly or disrespectful conduct, disruptive behavior, unsanitary practices, offensive language, music or attire. Suspension/Revocation may be invoked for any violation of the Rules and Guidelines of The Chamber's Holiday Bash, including but not limited to product eligibility, food safety, signage, unprofessional behavior, attendance, set-up, parking, etc. In the event of suspension or revocation, no fees will be refunded.

We know that your success as a vendor fuels the overall success of the event. And, the other way around! It is our shared goal to make The Chamber's Holiday Bash as successful and enjoyable as possible for both vendors and guests.

The Chamber's Holiday Bash is a program of the Princeton-Lowry Crossing Chamber of Commerce and may be co-hosted with various community partners.

**Contact information:**

Event Manager

Nikki Krum

[nikki@plctxchamber.com](mailto:nikki@plctxchamber.com)

(972) 372-4802

(Please leave a detailed message with call back number)

**Mail To:**

PO BOX 722

Princeton, TX 75407