



# Round Rock Texas Senior Citizens Foundation

P.O. Box 481 Round Rock TX 78680  
www.RRDaffodilCapitalTX.US

## Daffodil Festival Exhibitor/Vendor Application

**Summary:** Saturday, March 1, 2008 from 9 AM to 4 PM at 301 W. Bagdad Ave., Bldg. #2, Round Rock, TX  
Please Read **EXHIBITORS INFORMATION AND AGREEMENT**, below, for more complete details.

Business Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State & ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Website: \_\_\_\_\_  
 Alternate Contact: \_\_\_\_\_  
 Alternate Phone: \_\_\_\_\_  
 Other E-Address: \_\_\_\_\_

Briefly describe your business and list the products you will promote or sell.  
(Continue on back if needed):

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*We reserve the right to refuse any application and to return fees.*

### FESTIVAL FACILITIES ORDER

	Ordered Before Feb 1, 2008	Ordered After Feb. 1, 2008	Number Ordered	Amount \$	Your Special Requirements (Continue on back if necessary)
<b>Inside Space</b>	\$45	\$55	_____	_____	_____
<b>Outside Space</b>	\$40	\$50	_____	_____	_____
<b>Curb Space</b>	\$60	\$70	_____	_____	_____
10A Outlets	\$7	\$10	_____	_____	_____
2½' x 6' Tables	\$10	\$15	_____	_____	_____
Chairs	\$5	\$7	_____	_____	_____

**Total \$**

You may **place your order** by attaching **this page** in an e-mail to:  
Or you may send your order along with your payment as follows.

Exhibitors@RRTxSrFoundation.org.

**Mail your payment**, along with a **signed** copy of **this 3-page form** to:

Round Rock Senior Citizens Foundation  
Attn: Jesus (Jesse) Franco  
P.O. Box 481  
Round Rock TX 78680

We recommend you keep a copy of this form for your records and that you bring a copy with you to the festival.

## EXHIBITORS INFORMATION AND AGREEMENT

Please visit our website, [www.RRDaffodilCapitalTX.US](http://www.RRDaffodilCapitalTX.US), for lots more Festival information.

**Admission is free** to a community party celebrating spring beauty at our city's Allen Baca Activity Center Building.

### Festival Date and Time:

March 1, 2008, from 9 AM until 4 PM.

### Festival Location:

The Festival will be in and around Round Rock's Allen Baca Activity Center Building, 301 West Bagdad Avenue, Building #2, near downtown Round Rock, Texas.

See our website for a map.

### Definitions and Summary:

- o You may reserve your space via e-mail by sending page 1, above, as an attachment.
- o Your reservation is not complete until we receive your payment along with a copy of this signed form.
- o All spaces are 8' wide x 10' deep.
- o **Inside Space** is located in rooms on the main floor of the new Allen Baca Activity Center Building.
- o **Outside Space** is located on walkways and patios around the Allen Baca Activity Center Building.
  - If you require shelter, you'll need to bring your own weighted canopy (no stakes).
- o **Curb Space** is located in W. Bagdad Avenue along both curbs. Space length is variable, intended for vehicle booths. The street will be closed to other vehicle traffic. You will need to supply your own power for these spaces.
- o This event will occur, rain or shine. Facilities fees are non-refundable.

### You must have:

- o An attractive, professional display.
- o A clean, safe, well-maintained area
- o A display that is weather-secure for the space(s) requested.

### Space Allocation:

Space is allocated based on the type of your products and when your application is received. We reserve the right to refuse anyone for any reason and to return fees.

### For each individual non-curb space purchased, you will receive:

- o A single-level individual space of 8' wide x 10' deep
- o Booth frontage space open to Festival visitors
- o Preparation and storage area within your booth space

### Power:

Limited power is available. We will accommodate as many requirements as are reasonable or possible, but you should either minimize your power requirements or supply your own. You may specify your power requests in the Festival Facilities Order table, above.

You should bring 50 ft. to 100 ft. extension cord(s) to connect to our power source.

You must furnish sufficient power strips, and extension cord(s) for powering your display area.

No open flames are allowed inside.

### Other Requirements:

All equipment used in operating a booth during the event will be the responsibility of the vendor, including canopy, booth, tables, chairs, lighting, maintaining and removing booth materials, leftovers and trash.

The Round Rock Senior Citizens Foundation will offer tables and chairs for rent, but these may only be used inside. Please specify your requests in the Festival Accommodations Order table, above.

### Setup/Breakdown:

**Please arrive early enough for load in and setup such that your space will be ready at opening time.**

**Load in:** Friday (inside spaces only), from 5:00 PM until 9:00 PM, and Saturday (all spaces), from 6 AM until 9 AM.

We cannot provide overnight storage nor overnight security for outside spaces.

**Load out:** Saturday, starting at 4:00 pm or when the crowd leaves.

**PLEASE LEAVE YOUR AREA AS CLEAN AS IT WAS WHEN YOU ARRIVED.**

## EXHIBITORS INFORMATION AND AGREEMENT (Continued)

### During festival hours:

All paid and accepted vendors agree to operate and adequately staff a booth during the festival hours of:  
Saturday 9 AM until 4 PM -- or until the crowd leaves.

Please be completely set up, open, and ready for business by 9 AM.

Please remain set up and open until the crowd leaves.

Late setup or early breakdown is discouraged.

### SPECIAL INFORMATION

#### Food Vendors:

o Please provide your own fire extinguishers.

o Please do not dump hazardous waste and/or wastewater. Let us know your disposal needs in advance.

#### Other:

o Vendors will operate as independent contractors.

o Vendors are expected to operate their booths in a prudent and family-oriented manner as determined solely by the Round Rock Senior Citizens Foundation. We will demand removal of objectionable materials.

o The Round Rock Senior Citizens Foundation will not be responsible for the loss of nor damage to merchandise or equipment in the display areas, nor do we assume responsibility for any liability incurred by any booth operator.

o The Round Rock Senior Citizens Foundation reserves all rights and privileges in the sale of products using the names Round Rock Senior Citizens Foundation, Daffodil Days or Daffodil Festival and may prohibit any vendor from selling products using these names without permission.

The undersigned releases and holds harmless the City of Round Rock and the Round Rock Senior Citizens Foundation, and waives all rights without limit upon us or liability for us of his/her property or facilities. The undersigned agrees the Round Rock Senior Citizens Foundation may use pictures or slides submitted for publicizing the Festival. The undersigned further agrees to abide by the rules stated herein.

I have read the rules provided to me and I agree to abide by them. A check or money order made payable to Round Rock Senior Citizens Foundation is either enclosed or will follow immediately.

Signature:  X  Date : \_\_\_\_\_

**Please mail a copy of this form with your check.**

**To reserve your space, please return  
Page 1 of this form via E-Mail to:**

Exhibitors@RRTxSrFoundation.org

**\*OR\***

**To confirm your order, please return this  
completed form and your payment via U.S.  
Mail to:**

Round Rock Senior Citizens Foundation  
Attn: Jesus (Jesse) Franco  
P.O. Box 481  
Round Rock TX 78680

**Thanks for your interest and participation!** We look forward to seeing you at the Festival. Bring your family and friends.

Jesus (Jesse) Franco 512-255-4030  
Round Rock Senior Citizens Foundation  
Chair, Exhibitor/Vendor Relations Committee  
E-Mail: Exhibitors@RRTxSrFoundation.org