

# Hubbard Trade Days Rules & Regulations 2018

1. Each vendor is required to list all items that will be sold in each booth. All items will be approved on a case-by-case basis. If you sell an item that is not listed, you may be asked to remove the item. If you refuse to cooperate, your booth(s) will be closed and you will be asked to leave. Gross violators of this rule will be eliminated from future participation.
2. No toys with sharp ends will be allowed.
3. All entries received by May 15<sup>th</sup>, 2018, are \$50. Applicants must send signed entry form and payment by Cashier's Check, Money Order, or Personal Check or cash if paid at City Hall. We also accept MasterCard/ Visa with a small service fee applied also.
4. Applicants must furnish their own backdrops, tents we do have limited amount tables and chairs that can be rented for \$1 each.
5. Set up time will be Friday, May 25, 2018, from 3 pm to 7 pm or Saturday 7:30 am to 9 am. Same set up time applies to Sunday and Monday.
6. Arts & Crafts booths will open at 9:00 a.m. Saturday to the public. Please make sure to bring enough goods to display for the entire time. Exhibitors must keep their booths open until 3 pm Sunday. The building will be secured under lock and key at night.
7. You are responsible for having and displaying a valid sales tax number, and for collecting and submitting sales tax to the State of Texas of Texas Comptroller. The City of Hubbard is NOT responsible for collecting or submitting your sales tax. **If sale tax is included in price, please have sign stating so.**
8. **All food items must be prepared in an approved, State inspected kitchen and have ingredient label on their products.**
9. You are responsible for the cleanliness of your space. Any space left in disarray or with loose trash/garbage will disqualify you from future participation.
10. The HEDC Committee shall be the final authority on interpretation of the rules, regulations, and selection of exhibitors. The HEDC reserves the right to reject any vendor.
11. The Hubbard Economic Development Corporation shall not be responsible for any accidents, lost, stolen or damage property, or hurt feeling.
12. **The SALE OF ANY ITEMS THAT MAY PROVE HARMFUL IS PROHIBITED.**
13. **NO REFUNDS----RAIN OR SHINE----No exceptions, regardless of circumstance.**
14. We have added air condition, heating and Wi-Fi to our building.

Thanks so much for helping make this a successful event!!!

# 2018 FOOD BOOTH RULES AND REGULATIONS

1. No primary food items will be duplicated! HOWEVER, we will not monitor secondary food items.
2. Food vendors WILL BE ALLOWED to sell *non-alcoholic* DRINKS of their choice. If you plan to sell drinks, please indicate what you will be serving on your entry form.
3. All food must be prepared in an approved, state-inspected facility and must be served according to state regulations. Please make sure you have contacted the State Health Department for the appropriate permitting.
4. No entry forms will be accepted without the exact measurement of your trailer as ready for display.
5. Food booths can set up Friday, May 25, 2018, from 3pm to 7 pm or Saturday 7:30 am to 9:00 am. And be ready to sell food items at 9:00 am Saturday to 3:00 pm on Sunday.
6. You will have **ASSIGNED** booth spaces. YOU WILL NOT BE ALLOWED TO PICK YOUR OWN SPACE ON-SITE.
7. You are responsible for having and displaying a valid sales tax number, for collecting and submitting sales tax to the State of Texas Comptroller. The City of Hubbard is NOT responsible for collecting or submitting your sales tax.
8. You are responsible for the cleanliness of your area. Any space left in disarray or with loose trash or garbage will disqualify you from future participation.
9. The HEDC Committee shall be the final authority on interpretation of the rules, regulations, and selection of vendors.
10. The Hubbard Economic Development Corporation shall not be responsible for any accidents, lost, stolen or damaged property or hurt feelings.
11. The sale of any item(s) that may prove harmful is strictly PROHIBITED.
12. NO REFUNDS----RAIN OR SHINE ----No exceptions, regardless of circumstance.