



www.hogeyefestival.com

hogeye@ci.elgin.tx.us

CORPORATE VENDOR APPLICATION PROCEDURE:

Applications may be submitted to hogeye@ci.elgin.tx.us, mailed to Hogeye Festival, PO Box 591, Elgin, TX 78621, or turned in at Elgin City Hall, Community Services Department, 310 N. Main Street, Elgin, TX 78621.

- Promotional items may be given away to patrons. Memberships may be sold, orders may be taken, sale of commercial produced items is not allowed.
- **Electricity is not available for corporate vendors. No generators allowed.**
- **A photo of the booth setup AND photos of the items to be distributed must be submitted** at the time of application. Photos may be emailed to hogeye@ci.elgin.tx.us or sent by mail. **You must indicate in the comments section how your photos will be submitted.** The Hogeye Festival Committee may require additional information before a decision is reached. Photos become property of the Hogeye Festival Committee.
- Application must contain a COMPLETE list of promotional items to be distributed, and if membership sales will be made or orders will be taken.
- Provide a sample of print materials to be distributed.
- **Vendors are required to weigh their tents down with 30 lb weights on each leg of their tent.**
- **Vendor shall provide social media links for advertising and will include the Hogeye Festival in their publicity marketing and outreach.**
- **Payment methods** available include cash, credit/debit, check, and money order. Please make checks payable to **Elgin Main Street Board**.
- Payment in full must be submitted at time of application. If submitting an electronic application and mailing in or dropping off payment at the office, make sure to note this on both payment and application. Your application will not be processed until payment has been received.
- **Booth fees are non-refundable.**
- Approval letters will be emailed. Please check your email often, as this is the main form of communication between the Hogeye Festival Committee and vendors.
- Approval can take up to four weeks.
- Vendor booth assignments will not be given out before check-in.

Please note that failure to submit all required information will delay your application and result in a non-refundable reprocessing fee of \$15.

CORPORATE VENDOR APPLICATION

Vendor Information

Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Cell: _____

Email: _____

License Plate Number of car used at the festival: _____

Social Media Links _____

Booth Information

All spaces are 10x10. All equipment (tables, displays, etc.) must remain within the space boundaries.

Vendor Type	Before Oct. 1	Oct. 1 and after
Corporate	\$500	\$600

Number of spaces desired: _____ X Booth Price: _____ = Booth Total _____

Please include a list of promotional items to be distributed, and if membership sales will be made or orders will be taken. **NOTE: Sale of commercially produced items is not allowed. No electricity. No generators allowed.** Provide a sample of print materials to be distributed.

Item	Item

CORPORATE VENDOR APPLICATION

Booth Cost: _____

TOTAL DUE: _____

PAYMENT METHOD: check cash credit/debit card money order

Card Number: _____

Name on Card: _____

Expiration: _____

Security Code: _____

Billing Zip Code: _____

I/We, _____, release all sponsors, co-sponsors, clubs, organizations or individuals involved in the Hogeye Festival from any liability, product or personal, for the duration of the event. I have enclosed my non-refundable booth fee. I have read the rules and agree to abide by them. I understand that failure to comply with the rules set forth by the committee will result in termination of this contract without recourse by the participant and the Hogeye Committee, Elgin Main Street Board or City of Elgin shall not be liable to anyone for this action.

Signature _____

Date _____

COMMENTS:

Please do not write in the box below. Festival use only.

Postmark date:_____ Amt. _____ Payment Method:_____ Check #_____
Vendor accepted/rejected (circle one) Y N Reason:_____
Check to A/R:_____ Vendor notified:_____