



## 2024 Sassafras Festival Celebration

Please register me as an **Arts/Crafts** Vendor for the Sassafras Festival to be held on Saturday, October 26, 2024.

**Texas Sales and Use Tax Permit Number** \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone (     ) \_\_\_\_\_

Business Name \_\_\_\_\_

(Legal Business Name, and/or how you wish to appear in the program)

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email Address \_\_\_\_\_

List items to be sold – please be specific:

**If you prefer a certain area, notify us immediately, booths spaces are on a first come basis**

Will you begin setting up on Friday afternoon?

Yes \_\_\_\_\_ No \_\_\_\_\_

Will you have a canopy?

Yes \_\_\_\_\_ No \_\_\_\_\_

Will you have a trailer? (CANNOT EXTEND BEYOND PURCHASED SPACE!!)

Yes \_\_\_\_\_ No \_\_\_\_\_

10 x 10 Booth Space	@ \$50.00 per booth	x No of Booths _____	\$ _____
30 amp electric (optional)	@ \$15.00 per outlet	x No of Outlets _____	\$ _____
50 amp electric (optional)	@ \$20.00 per outlet	x No of Outlets _____	\$ _____
<b>TOTAL AMOUNT DUE</b>			\$ _____

Spaces will be assigned at discretion of Festival Staff appx three weeks before event. No space will be confirmed until payment has posted. Registration Deadline: October 21, 2024. Please do not mail cash. Return application form with fee in advance, and make checks payable to:

San Augustine County Chamber of Commerce  
611 West Columbia  
San Augustine, Texas 75972  
We also accept credit card.

Amount enclosed: \_\_\_\_\_

Check Number: \_\_\_\_\_

or Money Order: \_\_\_\_\_

### **NO REFUNDS FOR ANY REASON (INCLUDING MOTHER NATURE)**

The sponsoring entity has the right to accept or reject any application.

Release: The participant does hereby release the County of San Augustine, City of San Augustine, San Augustine County Chamber of Commerce, and individuals connected with the Sassafras Festival Celebration from any and all liabilities and agrees to hold such parties forever harmless.

I have read the attached general rules and regulations and agree to comply with them.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Sassafras Festival Celebration  
Rules and Regulations for Arts & Crafts Vendors**

**Date:** The Sassafras Festival Celebration will be held Saturday, October 26, 2024.

**Booth Description:** Booths are 10' X 10' on a paved surface. Exhibitors must furnish their own tables, chairs, signs, etc. **Bring your own extension cords if you purchase electricity. No generators allowed.**

**Booth Set Up:** Booth can be set up on Friday, October 25 from 4:00-7:00 pm or Saturday, October 26th between 6:00 a.m. and 8:30 a.m. and must be fully set up and ready to operate by 10:00 a.m. **All vehicles must be removed from the square by 8:45 am. Canopies are allowed but must not exceed 10 x 10 boundaries and must be sturdy. Trailer hitches CANNOT extend beyond purchased space.** Festival officials reserve the right to request removal of any structure deemed unsafe, or for any other reason.

**Booth Tear Down:** Booth **must** remain set up until 5:00 p.m. Saturday. Early tear down must be authorized by Chamber Officials.

**Restrictions:** Management reserves the right to ban the sale or display of any product not previously approved. All vendor merchandise is subject to approval. No weapons (except on Chamber approval for raffle displays), silly string, fireworks or pornographic material will be allowed. Violators will be subject to immediate removal from grounds.

**Clean-Up:** Each Sassafras Festival Celebration participant is responsible for his/her own trash clean up at the conclusion of the Festival. Please do not leave anything behind, including used zip ties! Violators may be fined or refused space in the future.

**Security:** Limited security will be provided from the opening of the Festival until closing Saturday evening; however, neither the festival nor any other entity assumes liability for any losses.

**TEXAS SALES AND USE TAX PERMIT: You MUST provide your Texas Sales and Use Tax Permit number to us, collect appropriate sales taxes, and remit them to the Texas Comptroller in compliance with state law.**

**Festival goes on Rain or Shine.  
No refunds after September 1 for any reason (including Mother Nature).**

On behalf of the Sassafras Festival committee, we hope you will join us this year!

Please call or email if you have any questions.

San Augustine County Chamber of Commerce  
611 West Columbia St  
San Augustine, Texas 75972  
936-275-3610  
[saccc611@gmail.com](mailto:saccc611@gmail.com)





**Important Notice to All Vendors:**

The **Texas Comptroller's** office will be requesting a list of our vendors immediately following the festival to follow up on **sales taxes due**. Most items sold in Texas are taxable, and the Chamber encourages you to familiarize yourself with the requirements if you do not already hold a Sales Tax and Use Permit. The only exempt items that we commonly see sold at festivals are grocery items not meant to be consumed on site (bottled salsas, jellies, etc.), and information-only booths. If you have not yet supplied us with your Sales and Use Tax Permit number, we will require a letter from you stating that your items are exempt, along with a copy of your driver's license, before we can allow you to set up.

The Chamber is supplying this information as a courtesy to our vendors, and reminds all business owners that they are ultimately responsible for being aware of the laws affecting their business.

For general information regarding Sales Tax and Use Permits, please see the Comptroller's website at:  
<https://www.comptroller.texas.gov/taxes/sales/>

For information regarding exempt organizations, please see the Comptroller Publication 96-122:  
<https://www.comptroller.texas.gov/taxes/publications/96-122.pdf>

**For information specifically about sales at festivals, please see Comptroller Publication 96-211:**  
<https://www.comptroller.texas.gov/taxes/publications/96-211.pdf>

**For questions or more information, please contact the Comptroller's office at (800) 252-5555**

**Important Notice to All Food Vendors:**

The **Texas Department of Health Services** may be at our Festival checking for Retail Food Establishment permits and, unfortunately, will **immediately shut down** vendors who do not have a copy of the permit with them. **Also please be aware that food may not be prepared in a home kitchen and then brought to the festival for serving but must be prepared in a commercial type of kitchen at a church or school or prepared completely on-site at the festival itself.** Temporary permits are \$52 and should be requested as soon as possible so that they have time to process your application. Please ensure that you have your Retail Permit with you on the day of the festival. No refunds for lack of permit.

The only exemptions for the preparation location and for the Retail Food Establishment permits are schools, churches, and other 501(c)3 non-profit organizations, and for foods that fall under "Cottage Food" - foods that do not need to be kept hot or cold, such as breads, cookies, jellies, and nuts. The Chamber is supplying this information as a courtesy to our vendors and reminds all business owners that they are ultimately responsible for being aware of the laws affecting their business.

For more information regarding this permit, please see the DSHS site at:  
<http://dshs.texas.gov/foodestablishments/permitting.aspx#temp>

More information about the Cottage Food Law can be found at:  
<http://dshs.texas.gov/foodestablishments/cottagefood/default.aspx>

**For Questions or Concerns please contact DSHS at (512) 834-6753 or by email at [foodestablishments@dshs.state.tx.us](mailto:foodestablishments@dshs.state.tx.us)**

**We thank you for keeping us in compliance with the laws of the State of Texas  
and look forward to seeing you at the Festival!**