

## **2023 Trinity Valley Exposition Fair & Rodeo**

### **Booth Space Leasing Information**

**Location:** TVE Fairgrounds, 321 Wallisville Rd., (FM563), Liberty, Texas 77575

TVE Office Ph. # 936-336-7455

Mailing: PO BOX 9047 Liberty, TX 77575

## **Exhibit Hall Vendors**

### **Show Dates/ Times: Times are subject to change**

Oct. 15-16, 2023- TBA	MOVE IN	TBA
Tuesday, Oct. 17, 2023	Open To Public	3:00 PM-11:00 PM
Wednesday, Oct. 18, 2023	Open To Public	10:00 AM- 11:00 PM
Thursday, Oct. 19, 2023	Open To Public	3:00 PM-11:00 PM
Friday, Oct. 20, 2023	Open To Public	3:00 PM-11:00 PM
Saturday, Oct. 21, 2023	Open To Public	10:00 AM- 11:00 PM
Sunday, Oct. 22, 2023	MOVE OUT	8:00 AM-12:00 PM

**NOTE:** The Exhibit Hall times are subject to change as deemed necessary by committee chairman. Please expect to be there for at least 30 minutes later to allow time for the remaining customers to finish up business so that we may lock up the expo hall for the night.

Booths must be opened and maintained during all hours of operation as listed above.

**All Vendors must be in place by 7:00 PM Monday Oct. 16- NO EXCEPTIONS**

Expo Hall Vendors may enter their booth space area 15 minutes prior to opening times.

No one may begin disassembly prior to 8:00 AM on Sunday Oct. 22. Items left after 12:00 Sunday October 22, 2023 will be subject to rental and/or towing charges.

### **Areas/Fees:**

Exhibit Hall	Inside	10 x 10 space	Center Aisle	\$250.00 each
Exhibit Hall	Inside	10 X 10 space	Wall Aisle	\$175.00 each

NO SOFT DRINKS, WATER, or FOOD can be sold inside the Exhibit Hall.

# Outside Food Vendors

**Show Dates** Oct. 16-21, 2023

Oct. 15-16 Move/CK in TBA

Oct. 22 check out 8:00 AM- 12:00 PM

**Food vendors may be open as early and as late as you would like. We have people on the grounds all day.**

## **Insurance:**

Certificate of Insurance in the amount of \$1,000,000.00 General Liability Coverage required for food booths, naming the TVE as Additional Insured. This must be an original document and must accompany TVE's signed contract and must be turned in to TVE seven (7) days prior to check in.

## **Acceptance/Deadline:**

Upon acceptance of your application, you will receive your confirmation with all information deemed necessary before the show. If denied, your check will be returned along with our regrets. We have to uphold the rules and we do have our limits. Completed application with payment must be received no later than date listed. After this date we will release the spot to the waiting list. All others wanting to reserve a space must return their completed application- **No Later than** date listed.

## **Permits:**

It is your responsibility to make sure you have all health certificates needed for Liberty County

All food vendors are required to submit a menu exactly as planned for TVE. These will be reviewed for duplications with other vendors.

## **Electrical:**

Exhibit Hall	Standard 110 volt
Food Vendors	Standard 110 volt & 220 volt

Each cord plugged in equals one hook up. Vendor is responsible for his own cords and adapters to reach available power.

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## **GENERAL RULES:**

1. Upon arrival all vendors will check-in at the designated table in the Exhibit Hall. You will not be allowed to proceed with setting up until you have been cleared at check-in. All vendors will be given a time to unload as we will spread out throughout the day to make unloading better. You will be allowed to unload your stuff into your booth and move your vehicle and then you may set your booth up.
2. Parking passes will be issued at check-in but only after we have checked that all paperwork and fees have been collected. Parking and Vendor passes for entrance to the grounds will also be given at this time. There will be a set number for each vendor and there will be no extras given. For extra workers, carpooling is advised.
3. All sales and promotions must be conducted inside the exhibitor's booth space, not in the aisles or walking around the fair grounds. All equipment must be inside the exhibitor's booth space and must not encroach into the aisle or other booth spaces.
4. The TVE reserves the right to prohibit sales or distribution of any and all printed items which may be considered objectionable to the organization.
5. For all raffles: All drawings must be given away during the fair dates and must be approved through the TVE office. A LIST OF WINNERS MUST BE TURNED IN TO THE TVE OFFICE.
6. No audio speakers to broadcast information or music will be allowed inside or outside booth spaces.
7. No golf carts, 4 wheelers, or ATV's of any kind will be allowed by anyone except the TVE Board/ Committee.
8. Areas inside and around booths must be kept clean at all times. No disposing of grease, dirty water, food, etc. on the grounds.
9. The TVE assumes NO RESPONSIBILITY for Workmen's Compensation, FICA, or Withholding Taxes for any and all employees or agents that work in the booth spaces, and shall not be responsible for sales tax.
10. Booth space leaser agrees NOT to hold TVE and its agents responsible for any and all liability whatsoever.
11. No Generators Allowed
12. Food vendor spaces are limited to 20 X 20; trailer size with tongue must not exceed this space.
13. All food vendors must pay commissions at the information window daily between 4:00-5:00 pm- NO EXCEPTIONS- Gross 5% Non Profit and 10% Profit. Records will be kept and over a 2 year period the lowest vendor commission will not be asked to return the following year.
14. All Vendors must be in place no later than 7:00 pm Monday of date listed. We have a strict schedule and this rule must be followed.