

2024 Sassafras Festival Celebration

Please register me as a **FOOD 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 listing of vendors)

Address

City, State, Zip

Email Address

List foods 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 it 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	@ \$65.00 per booth	# of Booths _____	\$
30 amp electric (optional)	@ \$15.00 per outlet	# of Outlets _____	\$
50 amp electric (optional)	@ \$20.00 per outlet	# of Outlets _____	\$
TOTAL AMOUNT DUE			\$

Spaces will be assigned at discretion of Festival Staff approximately three weeks before the event. No space will be confirmed until payment has been posted. Registration Deadline: October 21, 2024.

Please return application form with fee and make checks payable to:

San Augustine County Chamber of Commerce
611 West Columbia
San Augustine, Texas 75972

Amount enclosed:

Check Number:

or Money Order:

Please do not mail cash.

REFUNDS WILL NOT BE ISSUED FOR ANY OTHER REASON INCLUDING A BAD WEATHER DAY.

Disclaimer – The San Augustine County Chamber of Commerce is committed to doing all that it can to maintain the health and safety of festival goers and vendors, but we cannot do it alone. We encourage you to follow the guidelines of the Centers for Disease Control and Prevention (“CDC”) and The Office of the Texas Governor. In participating in the 2024 Sassafras Festival, you understand the hazards of Coronavirus (“COVID-19”) and acknowledge the CDC and Texas Governor’s guidelines regarding COVID-19. You further acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, the guidelines are regularly modified and updated and accept full responsibility for familiarizing yourself with the most recent updates and are fully complying with such guidelines. Guidelines can be found at www.cdc.gov and www.open.texas.gov.

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 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

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.

For general information regarding Sales Tax and Use Permits, please see the Comptrollers 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>

Policy, Standards, and Quality Assurance Section
<https://www.dshs.texas.gov/retail-food-establishments/permitting-information-retail-food-establishments>

Texas Department of State Health Services Checklist
<https://www.dshs.texas.gov/retail-food-establishments/texas-cottage-food-production>

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 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 are 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.

For more information regarding this permit, please see the DSHS site at: <http://dshs.texas.gov/retail/food/establishment.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

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. 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!

**2024 Sassafras Festival
Rules and Regulations for Food 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 food service supplies, 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 25th from 4:00 - 7:00 pm or Saturday, October 26 between 6:00 am and 8:30 am 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 pm 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 the 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. 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.

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. A current Retail Food Establishment Permit MUST be presented at check-in or at any time requested by festival officials or health inspector, unless the organization is an exempt 510(c)3 or Cottage Food producer.

REFUNDS WILL NOT BE ISSUED FOR ANY REASON INCLUDING A BAD WEATHER DAY.

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 Street
San Augustine, Texas 75972
936-275-3610
saccc611@gmail.com