

# BLOOMIN' BLUEGRASS FESTIVAL



The Bloomin' Bluegrass Festival is an outdoor event in the beautiful Farmers Branch Historical Park. There will be a great marketplace for exhibitors to sell their arts, crafts and merchandise. This event also features live Bluegrass music featuring Grammy award winning artists, and the magnificent Rose Gardens of Farmers Branch. We are expecting over 4,000 people over 2 days.

## MARKETPLACE BOOTH INFORMATION

Friday, October 16  
4:30 pm - 10:00 pm

Saturday, October 17  
11:30 am - 8:00 pm

Farmers Branch Historical Park in Farmers Branch, Texas

Handmade Arts & Crafts Booths are 12 x 12 and cost \$100; includes tent.

Non-Handmade Marketplace Booths are 12 x 12 and cost \$250; includes tent.

Five amps of electricity is available, but exhibitors must supply their own extension cords. Exhibitors must supply their own tables, chairs, signage and supplies. Please see Rules, Regulations and Terms of Participation for other requirements.

Applications are due by August 3 at 5:00 pm.

**Due to COVID-19 ALL vendors will be required to wear a mask.**

For more information or questions, contact:  
Kim Jolly Chapman • [kim.chapman@farmersbranchtx.gov](mailto:kim.chapman@farmersbranchtx.gov) • 972.919.8730

**[www.bloominbluegrass.com](http://www.bloominbluegrass.com)**



October 16, 2020, 4:30 pm - 10:00 pm • October 17, 2020, 11:30 am - 8:00 pm  
Farmers Branch Historical Park - 2540 Farmers Branch Lane

## ARTS & CRAFTS BOOTH APPLICATION CHECK LIST

Exhibitor Name: \_\_\_\_\_

APPLICATIONS CAN BE TURNED IN STARTING **FRIDAY, JULY 10** AT 8:00 AM  
AND APPLICATION DEADLINE IS **MONDAY, AUGUST 3** AT 5:00 PM  
ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED

- ☐ Application
- ☐ Payment
- ☐ Hold Harmless Agreement
- ☐ COVID-19 Safety Plan
- ☐ Copy of Sales Tax Permit
- ☐ Photos of Merchandise

**PLEASE INCLUDE THIS CHECK LIST WITH YOUR APPLICATION!**

### RETURN APPLICATION AND PAPERWORK TO:

City of Farmers Branch - Bloomin' Bluegrass Festival  
Kim Jolly Chapman • PO Box 819010 • Farmers Branch, Texas 75381  
972.919.8730 Phone • 972.919.8733 Fax • kim.chapman@farmersbranchtx.gov

### QUESTIONS?

Kim Jolly Chapman • kim.chapman@farmersbranchtx.gov • 972.919.8730

#### Staff Use Only:

Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Notified: \_\_\_\_\_  
Payment: \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Notes: \_\_\_\_\_



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## APPLICATION

Please print clearly and fill out completely.

Business Name:	Exhibitor Name:
Website:	Email Address (required):
Phone:	Cell Phone:
Mailing Address:	
City, State & Zip:	
Number of Loading/Unloading Passes:	Number of Vendor Credentials:
Type and Descriptions of items to be sold (required):	

### Payment:

Number of Booths:	Payment Amount (booth fee + additional electricity, if needed):
Payment Type: <input type="checkbox"/> <b>Check (payable to the City)</b> Check Number: _____ <input type="checkbox"/> <b>Credit Card</b> Please check the appropriate credit card and provide the necessary information along with a signature. <input type="checkbox"/> Amex <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa Credit Card Number:                      Exp Date: ____/____    CVV #: _____ <b>I authorize the City of Farmers Branch to charge my credit card in the amounts stated above.</b> _____ Date: _____	

Please fully read the attached Rules, Regulations & General Information before submitting your application.

**AUTHORIZATION:** In connection with the Bloomin' Bluegrass Festival to be held Friday, October 16 & Saturday, October 17 at Farmers Branch Historical Park in Farmers Branch, Texas ("Bloomin' Bluegrass" or the "Event"), Exhibitor agrees that it shall abide by and that Exhibitor's participation in the Event is subject to all of the terms and conditions of the "Rules, Regulations and Terms of Participation" attached hereto and made a part hereof for all purposes, and Exhibitor represents and warrants that Exhibitor has read and understands the same. Exhibitor also acknowledges that submission of Application does not guarantee acceptance into the Bloomin' Bluegrass Festival. The undersigned represents that he/she is an authorized representative of Exhibitor and has authority to bind Exhibitor to the provisions, terms and conditions set forth herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## HOLD HARMLESS AGREEMENT

Exhibitor Name: \_\_\_\_\_

Parks and Recreation Department

City of Farmers Branch

County of Dallas

State of Texas

As consideration of allowing a market place booth at the Bloomin' Bluegrass Festival on Friday, October 16 and Saturday, October 17, 2020 and participation in the event the undersigned on behalf of myself and the company, business or organization the undersigned represents does hereby indemnify, release and hold harmless the City of Farmers Branch, Texas its officers, employees, and agents from any and all injuries and damages whatsoever arising from participation in the event and during the event.

Print Name: \_\_\_\_\_ Title/Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## COVID-19 SAFETY PLAN

Safety Plan examples: social distancing, handling products, look but don't touch, etc.

**Due to COVID-19 ALL vendors will be required to wear a mask.**





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## RULES, REGULATIONS & TERMS OF PARTICIPATION

### General Information:

- Date: Friday, October 16 from 4:30 pm-10:00 pm & Saturday, October 17 from 11:30 am-8:00 pm
- Event Admission: [www.bloominbluegrass.com](http://www.bloominbluegrass.com)
- Event Location: Farmers Branch Historical Park, 2540 Farmers Branch Lane, Farmers Branch 75234
- Expected Attendance: 4,000 over 2 days
- Event may be postponed or cancelled if there is a weather threat to patrons/property and/or due to pandemic.
- No animals or pets are allowed with the exception of service animals aiding the impaired.
- No smoking or vaping inside the Park.

### Booth Space & Fees:

- Handmade Arts & Crafts - \$100 per Booth Space; includes tent.
  - All products must be produced, grown or crafted directly by the vendor.
- Non-Handmade Marketplace - \$250 per Booth Space; includes tent.
  - All products must be quality, resale items. (Includes direct sales)
- Includes - 12 x 12 Area, 5 amps electricity and Loading/Unloading Passes (off site parking available).

### Payment:

- Payment must be included with application.
- Forms of payment accepted include: Check or Money Order (payable to City of Farmers Branch) or Credit Card (Amex, Discover, MasterCard, Visa)
- Exhibitor will be charged an additional \$35 for returned payments.
- Credit Cards will not be charged until exhibitor is notified of acceptance. Checks or money orders will not be cashed until exhibitor has been notified of acceptance.

### Applications:

- Applications can be turned in starting Friday, July 10 at 8:00 am and deadline is Monday, August 3 at 5:00 pm.
- Application must be filled out completely with all required paperwork and all money must be paid in full at the time the application is submitted.
- Application submission is not guaranteed acceptance.
- Each exhibitor must provide representative photos of all types of merchandise for sale during the event. Photos will not be returned (digital photos will be accepted).
- There will not be product or booth exclusivity. Exhibitor selection and approval will be at the sole discretion of the City of Farmers Branch.
- Quality, original handmade arts and crafts items will be given first priority in acceptance; however, a very limited number of exhibitors selling quality, resale items will be accepted.
- Once marketplace space is full, exhibitors will be placed on a waiting list.
- Farmers Branch has the right to reject an exhibitor for any reason.

### Cancellation Policy (If City cancels due COVID-19 refunds will be issued):

- No refunds or cancellations allowed after 5:00 pm on October 1, 2020.
- All cancellations shall be in writing to [kim.chapman@farmersbranchtx.gov](mailto:kim.chapman@farmersbranchtx.gov)

### IMPORTANT DATES

#### July 10 at 8:00 am

Application Turn In Begins

#### August 3 at 5:00 pm

Application Deadline

#### Week of August 17

Acceptance Notifications  
Emailed

#### October 16

9:00 am - Exhibitor Set Up  
3:30 pm - All Vehicles Out of  
Historical Park  
4:30 pm - Gates Open  
10:00 pm - Park Closed

#### October 17

8:00 am - Exhibitor Set Up  
10:30 am - All Vehicles Out of  
Historical Park  
11:30 am - Gates Open  
8:00 pm - Arts & Crafts Closed  
Clean Up

#### October 18

8:00 am-5:00 pm - Clean Up

#### Questions?

Kim Jolly Chapman

972.919.8730

[kim.chapman@farmersbranchtx.gov](mailto:kim.chapman@farmersbranchtx.gov)

# RULES, REGULATIONS & GENERAL INFORMATION

## Notification:

- Notification of acceptance by email will begin the week of August 17. Exhibitors not selected will be mailed a notification letter along with their checks or money order beginning Monday, August 24.
- Exhibitors will be emailed their receipt, loading passes and event map starting Thursday, October 1.

## Exhibitor Requirements:

- Exhibitors must provide tent lighting, tables and chairs, signage, supplies, **5 lb ABC fire extinguisher** (required - will be asked to show before being allowed into festival grounds), and outdoor rated extension cords.
- Booths must display the name of their business.
- Exhibitors will be assigned a marketplace area within the Historical Park and space will be marked.
- Location of your booth is not guaranteed and staff reserves the right to assign spaces and alter layouts as deemed necessary.
- Booth must be open during festival hours and exhibitor must be present at their booth during these hours.
- Booths may be left up overnight at exhibitor's own risk. The City of Farmers Branch is not responsible for damage or theft before, during or after festival hours.
- All exhibitor items must be contained in the booth space (including storage).
- No microphones, bullhorns, loud speakers or other amplification of sound will be allowed other than the planned entertainment at the stage areas. All music and the projections of sound must be contained within the booth.
- Exhibitor is responsible for maintaining and cleaning in and around their area during and after the event.
- All booths are subject to inspection by City Staff, Fire Marshall and Texas Comptroller.
- There will be no water available in booth area.
- The City of Farmers Branch will provide 5 amps electricity. Limited additional electricity (10 amps total) is available for \$15 per booth space; to be charged at the time of the application fee.
- Exhibitor must supply their own adaptors and outdoor rated extension cords for the event. No household/interior electrical cords will be allowed.

## Booth Sales:

- Exhibitors will not be allowed to sell or display items that are deemed by festival officials to be obscene, dangerous or illegal. All booths must be in good taste.
- All sales must be done within your booth space - no roaming arts and crafts exhibitors will be allowed.
- Exhibitor may keep all proceeds from their booth. Exhibitor is responsible for paying all applicable Texas State Sales Tax. The Exhibitor shall pay all taxes and fees of every nature and description arising out of or in any manner connected with the sale of its products.
- Exhibitors may accept any form of payment. Exhibitor is responsible for providing change for their booth. ATM will be provided on site.
- Exhibitor must provide the City of Farmers Branch a copy of their Sales Tax Permit with the original in their booth during the festival.
- Items must be clearly priced.
- Exhibitor must provide the City of Farmers Branch with gross sales total as part of the event wrap up email.

## Set Up & Clean Up:

- Vehicles are prohibited from driving or parking within festival area except during set up and clean up.
- **Set Up:** Friday, October 16 as early as 9:00 am.
- Please enter into the Park through the Farmers Branch Lane Gate (at the intersection of Farmers Branch Lane and Bee Street)
  - Exhibitor areas will be marked inside the park.
  - One vehicle will be allowed to park behind the booth. All other vehicles must be out of the Historical Park by 3:30 pm and will not be allowed back into the Park until cleared by City Staff.
  - Each exhibitor will receive loading and unloading passes and vendor credentials. Parking is located at Metro Square Business Park (south lot).
- **Clean Up:** Saturday, October 17 & Sunday, October 18 (items must be removed by 5 pm)
  - Booths must stay open until 8:00 pm. City staff will notify you when you can drive vehicles into the Park, we anticipate this will be around 8:15 pm.

**Exhibitor must adhere to all rules set forth by the City of Farmers Branch. Not doing so may result in immediate dismissal from the event or participation in future events.**