



BROWNFIELD CHAMBER OF COMMERCE

A Great Place to Grow

P.O. Box 152 (221 Lubbock Rd.)
Brownfield, TX 79316

Dear Booth Renter:

The Brownfield Chamber of Commerce would like to take this opportunity to invite you to participate in our county's largest event, the Terry County Harvest Festival is on October 6 & 7 2023. The Chamber works hard each year to make this event a success for all those involved. In order to accomplish this, we must ensure that all participants adhere to applicable guidelines.

The South Plains Public Health requires that you maintain food temperatures at the required 140 degrees. We strongly recommend that the primary source for your heat be non-electrical, if you will be using more than one appliance. Gas and charcoal grills offer viable alternatives for maintaining reliable heat to food.

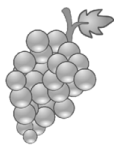
If your booth is using too many electrical appliances and causing problems such as electrical failure for others, you may be asked to discontinue using them even to maintain health standards. Please be aware of the fact that each outlet is limited to a maximum of 15 amps on a 110 volt line. The Health District representative will ask you to close your booth if your food is not found to be at the 140 degree requirement.

If you would like to be a part of this year's festival, please read ALL of the following guidelines. Submission of the enclosed form constitutes your agreement to adhere to the terms and conditions required for booth registration.

If you participated before, we hope you enjoyed a big success and will return this year. If you are a new participant, we look forward to getting acquainted and supporting your success.

Thank you,

Lorena Valencia
Executive Director



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General Guidelines

In order to ensure that everyone has a safe and beneficial experience at this event we ask that you adhere to the following guidelines as a booth renter.

- Alcoholic beverages are absolutely prohibited to be brought into the park.
- **Any vehicle next to a booth during the festival will be directed to be moved.** Only ONE vehicle per booth will be allowed in the booth area for set up on the day of the festival from 8:00am-9:30am. This will provide a safer area for all participants, guests, and especially children. **ALL VEHICLES MUST BE CLEARED BY 9:00AM on Saturday and 5:00 pm Friday.** Only anchored trailers are allowed to remain as a booth.
- **Vehicles to take down a booth will only be allowed in the park on Saturday at 7:00pm or later.** If you leave before that time, you will not be allowed to return next year.
- **Food booths must post a health permit.** If you have not received one from the health department. The Health Department will be on site. Call (806) 872-5863 with questions.
- **If you are using a gas cooker such butane or propane,** you must use a regulator on the source bottle and it must be at least 10 feet from any flame.
- **Please place all trash in the trash receptacles.** Keeping garbage bagged will reduce the number of flies in your area. **Clean up your area before you leave on both days to avoid a \$50 clean up fee.**
- Dumpsters located around the Amphitheater (between the amphitheater and booth area) and around the outside of the booth are for your convenience. **Please use the dumpsters for large items.**
- Please **break down all boxes for disposal.** Failure to do so may result in a fine.
- If you need water, **use the faucets as soon in the day as possible.** To avoid flooding the area, we limit the water use during the day.
- Port-a-Potties have been placed on the festival grounds for your convenience. **Regrettably, access to public rest rooms inside buildings is off limits.** However, there are new bathroom facilities available on the east and west side of the park.
- We have several volunteers and first responders working for the Chamber of Commerce at the festival. They will be using our \$1.00 food coupons as seen in the example. Please accept these as payment if you are a food concession. You may redeem them at the Chamber in person or by mail.



- The Brownfield Chamber of Commerce and its members are exempt from liability for theft or accidents of any kind. Participation is at your own risk.



Booth Descriptions

All booths are OUTSIDE with most spaces measuring **approximately 10'x10'** that surround the Amphitheater in Coleman Park; we simply provide you the location only. **Each booth renter will be responsible for their own tables, chairs, racks, etc.** You must keep all your structures and items for sale within the measured confines of your booth.

The City of Brownfield offers free electrical access for booths 1 through 75 as a gratuity. However, you are solely responsible for ensuring the needs of your booth.

Booth Setup and Removal

Law enforcement will be present to direct you toward the appropriate direction of traffic. You will receive a vendor sign to place on the dashboard of the vehicle you use to drop off the supplies to setup your booth. This will help local law enforcement guide you safely into the right traffic lane in the park.

According to City Ordinance, once you have unloaded all of your supplies to set up your booth from your vehicle, you will be required to move your vehicle off the park grounds. You may set up your booth after you have removed your vehicle. Please help us ensure a safe experience for everyone. **If you do not comply with this rule or you have to be asked to remove your vehicle, you will be escorted by police of the premises.**

Booths may be assembled by 6:00 pm Friday. **ALL VEHICLES MUST BE REMOVED BY 5:00PM FRIDAY. IF YOU ARE NOT UNLOADED BY 5:00 PM YOUR VEHICLE WILL NOT BE PERMITTED INTO THE PARK.** Please note there will be overnight security to protect the contents of your booth. **Your booth will be held for you until 8:00 am on Saturday. If you are not present at your booth by that time, you forfeit your booth without refund.**

Booths must be open for business beginning at 6:00 pm Friday and at 10:00am Saturday until 7:00 pm Saturday. **You may close your booth as early as 5:00pm; however, you will only be allowed to bring your vehicle in the park after 7:00pm to ensure safety of our participants.**

All booths must be removed by 12:00 pm the following Sunday. Boxes and all unwanted items must be placed in trash containers upon closing your booth. Thank you for helping us keep the park clean!

Banned Content

The following items have been banned for being sold or given away by the Brownfield Chamber of Commerce: ***Knives, tasers, pepper spray, fireworks, stink bombs, smoke bombs, pop-n-snaps, silly string, disappearing ink, Chinese stars, can hair color, lewd or obscene apparel, Confetti eggs, marshmallow guns, glass bottles, potato guns,***



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dangerous toys, poppers, or any other distasteful items are banned. The Chamber reserves the right to designate and prohibit “non-tasteful” items at its discretion during the event.

Law enforcement officers will be checking each booth for inappropriate content. If your booth is found to contain such items, you will be asked to remove them immediately. Failure to do so will result in the closing of your booth without refund.

Booth Assignment

The Brownfield Chamber of Commerce reserves the right to rent booths at its discretion. Accepted reservations are made with payment and will be accepted on a “first-come, first-serve” basis. The only exception to this rule will be for renters that had a booth in the Harvest Festival the previous year. These individuals have until July 15th to re-rent their same space. **After which, the space will be open for rent to anyone.**

In the instance that all booths are rented, and you wish to be placed on a waiting list, you may pay the appropriate rental fee. Then, if a space becomes available, offers to fill the empty space will be made in the order of the waiting list. Refunds will be made, upon request, after September 1st for any organization on the waiting list that did not receive a booth.

If at any time you choose to relinquish your booth, notify the Chamber immediately. You are prohibited from giving or sub-leasing your booth to someone else as there are others on a waiting list. Giving your booth to someone else will result in the loss of their booth and your rental fee. The Chamber reserves the right to move booth assignments as needed in order to accommodate the best possible “fit” for the event.

Registration and Payment

Please complete the included booth reservation form and send it to the Brownfield Chamber of Commerce with your booth rental fee. **DO NOT SEND CASH IN THE MAIL.** The following criteria must be met for your application to be complete.

- Payment in full is required
- Refunds after September 14th with the exception of those on the waiting list that didn't receive a booth will be forfeited.
- You must list **ALL** the items that will be sold in your booth
- If you pay by check, your check must clear and received before the week of the event. Checks received the week of the event will be declined and only cash and money orders will be accepted.

Failure to meet these criteria will result in incomplete registration and/or forfeiture of your booth rental. Make checks payable to: Brownfield Chamber of Commerce. Successful rentals before September 14th will be notified to help you make setup plans. Please retain this letter for your records.



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Harvest Festival October 6 & 7, 2023

Coleman Park, Brownfield TX- Booth Registration Form



Amount Paid	
Cash or Ck #	

Date _____

Organization _____

Contact Name 1 _____

Contact Name 2 _____

Address _____

City/State _____

Zip _____

Phone _____

Alt Phone _____

Email _____

License plate and description of vehicle used for booth setup _____

Booth Type

Non-profit For-profit

Booth Type

Food Booth..... \$125.00

Non-Food Booth..... \$75.00

Block Space..... \$150.00 (Activity Booth) or large items

Please provide a COMPLETE list of all the items you intend to sell or make available at your booth. _____

Electrical

I would like access to electricity at my booth if possible; please list the electrical appliances you will have in your booth/trailer.