



[www.hogeyefestival.com](http://www.hogeyefestival.com)

[hogeye@ci.elgin.tx.us](mailto:hogeye@ci.elgin.tx.us)

### CORPORATE VENDOR APPLICATION PROCEDURE:

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Applications may be submitted to [hogeye@ci.elgin.tx.us](mailto:hogeye@ci.elgin.tx.us), mailed to Hogeye Festival, PO Box 591, Elgin, TX 78621, or turned in at Elgin City Hall, Community Development Department, 310 N. Main Street, Elgin, TX 78621.

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- Promotional items may be given away to patrons. Memberships may be sold, orders may be taken, sale of commercial produced items is not allowed.
- **A photo of the booth setup AND photos of the items to be distributed must be submitted** at the time of application. Photos may be emailed to [hogeye@ci.elgin.tx.us](mailto:hogeye@ci.elgin.tx.us) or sent by mail. **You must indicate in the comments section how your photos will be submitted.** The Hogeye Festival Committee may require additional information before a decision is reached. Photos become property of the Hogeye Festival Committee.
- Application must contain a COMPLETE list of promotional items to be distributed, and if membership sales will be made or orders will be taken.
- **Vendor shall provide social media links for advertising and will include the Hogeye Festival in their publicity marketing and outreach.**
- **Electricity is not available for corporate vendors.**
- **Payment methods** available include cash, credit/debit, check, and money order. Please make checks payable to **Elgin Main Street Board**.
- Payment in full must be submitted at time of application. If submitting an electronic application and mailing in or dropping off payment at the office, make sure to note this on both payment and application. Your application will not be processed until payment has been received.
- **Booth fees are non-refundable.**
- Approval letters will be emailed. Please check your email often, as this is the main form of communication between the Hogeye Festival Committee and vendors.
- Approval can take up to four weeks.
- Vendor booth assignments will not be given out before check-in.

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Please note that failure to submit all required information will delay your application and result in a non-refundable reprocessing fee of \$15.

### *Vendor Information*

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## CORPORATE VENDOR APPLICATION

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

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

License Plate Number of car used at the festival: \_\_\_\_\_

Social Media Links \_\_\_\_\_

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### *Booth Information*

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All spaces are 10x10. All equipment (tables, displays, etc.) must remain within the space boundaries.

Vendor Type	Before Oct. 1	Oct. 1 and after
<b>Corporate</b>	\$500	\$600

Number of spaces desired: \_\_\_\_\_ X Booth Price: \_\_\_\_\_ = Booth Total \_\_\_\_\_

Please include a list of promotional items to be distributed, and if membership sales will be made or orders will be taken. **NOTE: Sale of commercially produced items is not allowed.**

Item	Item

**CORPORATE VENDOR APPLICATION**

Booth Cost: \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_

**PAYMENT METHOD:** check  cash  credit/debit card  money order

Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Expiration: \_\_\_\_\_

Security Code: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

I/We, \_\_\_\_\_, release all sponsors, co-sponsors, clubs, organizations or individuals involved in the Hogeye Festival from any liability, product or personal, for the duration of the event. I have enclosed my non-refundable booth fee. I have read the rules and agree to abide by them. I understand that failure to comply with the rules set forth by the committee will result in termination of this contract without recourse by the participant and the Hogeye Committee, Elgin Main Street Board or City of Elgin shall not be liable to anyone for this action.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please do not write in the box below. Festival use only.**

Postmark date:_____ Amt. _____ Payment Method:_____ Check #_____
Vendor accepted/rejected (circle one) Y      N      Reason:_____
Check to A/R:_____ Vendor notified:_____