

OFFICE USE ONLY BOOTH #: _____

2026 Palm Valley Fall Fair Vendor Application

Applicant Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home/Work Phone#: _____ Cell#: _____ Do you text?: YES / NO

Email: _____ Website: _____

IMPORTANT! All vendors are required to Collect Texas Sales Tax and to produce a current sales tax certificate upon request. Texas Sales Tax I.D. Number: _____

Please list items to be sold & attach photo of your booth (photo optional). Please specify type of item(s) you will be selling:

(Please state here what you would like us to post on our Board/Map to describe your products (36 character limit). Battery operated generators only (quiet). **There will be no staked tents**, weight use only (50# per leg suggested). Vendor is responsible for their own tables and chairs.

_____ NON-PROFIT Organizations no charge

Please note here also if you are a 501(C)3 _____

_____ \$50.00 - 10' X 10' NO ELECTRICITY

Vendors wanting or needing larger spaces, or special requests please contact us for pricing and availability.

MAKE CHECKS PAYABLE TO: Palm Valley Lutheran Church

METHOD OF PAYMENT:

Check: _____ Cash: _____ (paid in person at Palm Valley Lutheran Church, 2500 E. Palm Valley Blvd., Round Rock, TX 78665) Amt. Pd.: _____

VENDOR RELEASE AND ACKNOWLEDGEMENT

I hereby make registration to become an exhibitor at the Palm Valley Fall Fair. By signing below, I agree to abide by the rules attached as set forth by Palm Valley Lutheran Church. Furthermore, I hereby release and forever discharge the staff, volunteers, and other entities/representatives of Palm Valley Lutheran Church from any responsibility or liability for loss, claims, damage, theft, injury or accident. It is further agreed that this applicant shall maintain his/her space, merchandise, activities and business practices in compliance with the laws of the State of Texas and the City Ordinances of Round Rock and Williamson County. Applicant understands that violation or non-compliance of same may result in immediate expulsion of Applicant and his/her exhibit from the Fair.

(PLEASE SIGN AND RETURN THIS PAGE WITH PAYMENT TO: (Page 2 is for you to keep.)

CONTACT INFO: Palm Valley Lutheran Church
P.O. Box 8266
Round Rock, TX 78683

Vendor Chairperson: Laurie Denchik
fallfair@pvlc.org
512-924-2402

Signed: _____ Date: _____

VENDOR GUIDELINES - RETAIN COPY FOR YOUR REFERENCE

YOU MUST HAVE SIGNED REGISTRATION/RELEASE FORM, INVENTORY LIST, PHOTO OF YOUR BOOTH (optional) AND BOOTH FEES RETURNED BY **September 8, 2026**. If the contract, photo of booth layout (optional) and payment has not been returned by this date, your product(s) space, etc., will be given to the next vendor on our mailing list. We will accept late registrations but there are not guarantees of space availability or posting on our signage. Our Fair is open to local craft persons ONLY, no imported premade items.

Booth Fees: Payable to Palm Valley Lutheran Church in the form of a check or cash (paid in person).

Booth size and fees: Please note: If your booth area is larger than our standard size, you must rent an additional space. Your booth must fit inside the area you have paid for. NO EXCEPTIONS! Your Tent Poles must fit completely within the booth size you have paid for. Grass will be marked for the spaces.

Load-in / Tear down times: We will provide a confirmation letter upon vendor acceptance.

Load-in times MUST BE STRICTLY ADHERED TO. **Hours 7:30 am – 9:30AM. All vehicles must be out of Fair area no later than 9:30AM.** We will not allow early release prior to 3:00 pm. If additional time is needed, notify Laurie.

Fair Location: 2500 E. Palm Valley Blvd., Round Rock, TX 78665

Fair Hours: Saturday 10:00 am to 3:00 pm.

Booth Services: **1.** Battery operated generators will be allowed ONLY upon approval from the Fall Fair Chairperson. You must receive approval before your booth registration will be accepted. **2.** No parking inside the Fair grounds. We will send you instructions of where you can park your vehicles with your booth location assignment. NO EXCEPTIONS! **3.** Security will be provided by the Fair from 8:00 a.m. through 4:00 p.m. Palm Valley Lutheran Church is not responsible for your booth or its contents. **4.** Solicitation is allowed for valid vendors. Outside solicitation will not be allowed and will result in removal from the Fair Grounds. All sales shall take place in your vendor booth space. NO ROAMING VENDORS Please! **5.** Make arrangements to bring your own potable water. It is HOT, HOT, HOT! BRING WATER! **6. You may not take your vehicle to your booth during the Fair, even to replenish stock. Cart in only! No exceptions!**

Booth Requirements: **1.** Signage -- Stenciled or professionally crafted. **2.** Must COMPLETELY fit inside your designated booth area. **3.** Each booth is individually responsible for sales tax requirements. **4.** Please dispose of your own trash in the dumpsters which are located behind/off Fair site. DO NOT use the trash barrels which are provided for Fair patrons.

IMPORTANT INFORMATION

1. Items not allowed in booth include but are not limited to: throwing stars, martial arts weapons, brass knuckles, roach clips, snap'n pops, and knives of any sort, drug paraphernalia of any kind, crazy string, counterfeit merchandise, marshmallows or potato guns will not be tolerated. The Palm Valley Fall Fair reserves the right to limit or restrict the sale of certain items. 2. Any item that is for personal use must be out of sight of customers. 3. Booth clean-up is the sole responsibility of the vendor. Each vendor must properly dispose of their trash. Fair clean-up crews are not responsible for disposing of vendor trash. All booth's litter must be removed from the Fair Grounds. Any items left will be disposed. 4. If you pay for a booth space, are accepted, and assigned a space then do not attend the Fair, no refunds will be given.

All vendors are responsible for this information. By signing your registration form, you are indicating you have read and agree to all rules and regulations set forth in this document.