

**CREEDMOOR COMMUNITY CENTER FRIENDS ASSOCIATION (CCCFA) BOOTH APPLICATION**

**P.O. Box 630, Buda, Texas 78610**

**Website: <http://www.creedmoorcommunitycfa.org/>**

**Make checks payable to: CCCFA**

**This application is for CCCFA Festival booths and has 3 pages - please complete and read all pages. Please print or type all information below:**

Name of Person Responsible: \_\_\_\_\_

Name of Vendor, Group or Non-Profit Group: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Cell phone \_\_\_\_\_

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

**Please specify the type and size of booth you require (BOOTH FEES ARE NON-REFUNDABLE):**

**GENERAL BOOTH SPACES (\*Sales tax permit) Handmade or Manufactured Items (Frist come first serve basis)**

Outdoor Booth:

\_\_\_\_\_ 10' X 10'      \$20.00      \_\_\_\_\_ 10' X 20'      \$30.00

Indoor Booth:

\_\_\_\_\_ 10' X 10'      \$40.00      \_\_\_\_\_ 10' X 20'      \$60.00

**FOOD BOOTH (\*Sales tax permit & \*\* Food permit) (Limited to 10)**

Outdoor Booth Only:

\_\_\_\_\_ 10' X 10'      \$50.00      \_\_\_\_\_ 10' X 20'      \$70.00

Need electricity:      \_\_\_\_\_ Yes      \_\_\_\_\_ No

\_\_\_\_\_ Community Center Kitchen (Frist come first serve basis)      \$100.00

(Kitchen must be thoroughly cleaned after use)

**All food booths must provide a complete list of food that will be sold to insure no duplication:**

\_\_\_\_\_

**NON-PROFIT GROUP BAKE SALE BOOTH (Limited to 4 per event, no electricity available, please see Rules & Requirements. No food or sales tax permit required.)**

Indoor Booth:

\_\_\_\_\_ 10' X 10'      \$10.00

Enter a time preferred (not guaranteed) \_\_\_\_\_ 8:00-11:00 a.m. or \_\_\_\_\_ 1:00-4:00 p.m.

**ALL APPLICATIONS MUST BE SUBMITTED NO LATER THAN ONE (1) WEEK PRIOR TO THE FESTIVAL AND MUST INCLUDE:**

- 1) THIS COMPLETED APPLICATION FORM**
- 2) A SIGNED COPY OF THE RULES AND REQUIREMENTS (page 2 & 3 of this application)**
- 3) A COPY OF YOUR TEXAS STATE PERMIT(S)**
- 4) ALL BOOTH FEES**

## CCCFA BOOTH RULES AND REQUIREMENTS

All entry fees, sales proceeds and contributions are used to pay for the prizes, materials, entertainment, and expenses for the festival. Profits are donated to the City of Creedmoor for use on the Creedmoor Community Center and surrounding grounds.

Creedmoor Community Center Friends Association strives to maintain a festival of the highest reputation and quality, one which is a credit to our community and to all participants. Along with a variety of specialty and traditional crafts booths and food booths, there will be music and other entertainment.

### **BOOTH RULES AND REQUIREMENTS:**

- 1) Vendor's name(s) must be prominently displayed on the booth, along with the \* Texas State Tax permit.
- 2) Food booths must also display the \*\* Texas Department of State Health Service Food Establishments permit.
- 3) Food Booths are limited to 10 per event. If more than 10 are requested the recipients will be determined based on date of application receipt.
- 4) Non-profit sponsored Bake Sale Booths must sell homemade items: pies, cakes, cookies, bread, etc. and will sell for only 3 hours. We will draw for times with 2 booths selling from 8-11 a.m. and 2 booths selling from 1-4 p.m. Bake Sale booths do not have electricity. No food or sales tax permit is required.
- 5) No Vendor is allowed to sell water or drinks of any kind.
- 6) No food will be sold in commercial or crafts booths, except for pre-sealed jars of jam, jelly, veggies, or pickles or pre-mixed dry soups, etc.
- 7) The entire booth must be confined to space assigned.
- 8) Specific booth location requests will not be accepted.
- 9) Vendors must supply all chairs, tables, canopies, supplies, etc. and must supply extension cords for hook-up to electricity.
- 10) Excess noise of any kind is prohibited.
- 11) Booths may set up (no security) the Friday night before the event, from 5-8 p.m. or Saturday morning (day of the festival) from 6-8:30 a.m.
- 12) Times for booths on Saturday unless otherwise stated are:  
Craft Booths: 9:00 – 5:30  
Food Booths: 10:30 – 5:30
- 13) Booth applications, a copy of Texas State Tax permit, fees and a signed copy of these rules and requirements must be submitted no later than one (1) week before festival date.
- 14) You may pick up your receipt Saturday at the festival from Ralph Warren or Gayle Warren.
- 15) BOOTH FEES ARE NON-REFUNDABLE.

### **\* SALES TAX PERMIT REQUIRED:**

According to Rule 3.286, Part 1, Title 34 of the Texas Administrative Code, every person or entity, who sells or transfers ownership of taxable items at a flea market, mall or trade day or event, is required to have a sales tax permit. All vendors will be asked to show proof of their Texas Sales and Use Tax permit or proof that they are exempt prior to issuance of a daily booth permit. The tax to be collected and the Local Govt. reporting Codes are as follows: State of Texas 6.25% (no code); Travis County .50% (4105004); Village of Creedmoor 1.50% (2105095). The total tax is 8.25%. The physical address of Creedmoor Community Center is 12511 FM 1625, Creedmoor, TX 78610.

**\*\* FOOD PERMIT REQUIRED:**

Each temporary food establishment, unless operated by a non-profit organization or in an area that is under the jurisdiction of a local health authority, shall have a valid permit issued by the Texas Department of State Health Service Food Establishments Group.

You may request a permit application by calling the Department at (512) 834-6626 or by downloading the application from the following website: <http://www.dshs.state.tx.us/fdlicense>

**If you have Questions: Please call Ralph Warren, 512.293.3067 or email [ralphwarren@yahoo.com](mailto:ralphwarren@yahoo.com)**

I have read and understand all of the above rules and requirements and I understand that booth fees are non-refundable.

Signed:

\_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_

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**CCCFA USE ONLY:**

Date received: \_\_\_\_\_ Received By: \_\_\_\_\_

Payment Method:

\_\_\_\_ Cash      Amount: \_\_\_\_\_

\_\_\_\_ Check      Amount: \_\_\_\_\_ Check Number: \_\_\_\_\_