



## Texas Scottish Festival & Highland Games

vendors@texasscots.com | Wise County Fairgrounds, 3101 FM 51, Decatur, TX 76234  
[www.texasscottishfestival.com](http://www.texasscottishfestival.com)

### **Dear Vendor (Non-Food),**

Welcome to the 34th Annual TEXAS SCOTTISH FESTIVAL & Highland Games (TSF&HG). It will be held on May 1st - 3rd, 2020, Friday 5:00 p.m. to 11 p.m., Saturday 10:00 a.m. to 11 p.m. and Sunday 10:00 a.m. to 6:00 p.m.

**Location:** Wise County Fairgrounds, Decatur, TX, 3101 FM 51 - Decatur, TX 76234

**Vendor Area:** The vendor area is varied including a natural grass field. 2020 layout will vary slightly from 2019 as we work to develop the pedestrian traffic patterns in our new venue. For our returning Vendors, we will make every attempt to place you in the same location as last year.

**Registration:** *Vendor locations will be prioritized by receipt date of your deposit*, confirmation will not be accomplished until after the final payment is received and not until after April 15th. We highly recommend early set-up. Spaces will be ready by 11:00 a.m. on Friday. You may setup on Thursday if prior arrangements are made with the Vendor Chairman. Check-in will be accomplished there and you will receive your vendor packet and directions at that time.

Enclosed you will find the current Vendor Information Sheet, the Vendor's Space Description and Vendor's Registration Form which has the schedule of fee's for the Festival, also an Ad Rate Schedule and maps of the grounds.

**Electricity:** Electricity is limited and only available at specific locations with payment and prior arrangement. We will do everything we can do to accommodate your needs.

#### **Safety, Security & Vehicles on Site:**

All motorized vehicles must be off the field by 4:30 p.m. on Friday and 8:30a.m. on Saturday--no exceptions. Because of the new venue/layout trailers may not be allowed adjacent to your spots. Vehicles will not be allowed on the field between 8:45a.m. on Saturday and 6:00 p.m. on Sunday. The vehicle rule will be strictly enforced. Remember vendors have the prime locations and you must look appealing to the public. You are expected to be setup and ready for business by Public Opening each day and remain open until 9:00p.m. on Saturday and 6:00 p.m. on Sunday. Friday you may close early if you choose. Security is provided, but ultimately YOU are responsible for the security of your own merchandise. Also because of the new venue we will now offer RV parking (free to vendors) inside the fair grounds. Festival Camping/RV registration is required for security.

If you have any questions please email: [Vendors@texasscots.com](mailto:Vendors@texasscots.com) or telephone 469.424.1930.

WWD

Wendy Walker Davis, Executive Director



## **TSF VENDOR (Non-Food) INFORMATION**

**LIGHTING** - We require that you stay open for business until 9:00 p.m. on Saturday. In this part of Texas, the sun sets at approximately 8:15 p.m. with twilight lasting until 8:30 p.m. With these factors in mind, there is little need for electrical lighting unless you desire to stay open later to take advantage of late shoppers.

**ITEMS For Sale** - In keeping with the theme of the festival, priority will be given to vendors whose items for sale are of a Scottish theme, Scottish origin, or particularly unique to Scotland or Celtic culture. This includes prime locations!

**PROGRAM ADVERTISEMENTS** - Place an ad in the festival program for a modest fee. Offer a coupon discount to attract customers to your tent. A fee schedule is included; see the 'Ad Rate Sheet'. Program ads also include TSF social media exposure.

**FEES** - Fees are stated on the Vendor Registration form. Deposits are due by February 28th and final payment by April 5th. No notice of final payment will be sent. Checks, money orders, online payment via website.

**CONFIRMATION OF LOCATION** - Location assignments will be made the last week of April. Confirmation of your assigned location will be made by email only after final payment is made. This will be by email only so insure your email is legible on your registration form.

**SET-UP** - Vendor spaces will be ready by Friday 11:00 a.m. All motorized vehicles must be off the field by 4:30 p.m. - no exceptions. Gates will reopen at 6:30 a.m. Saturday for small setups and restocking. Vehicles will not be allowed on site between 8:45 a.m. Saturday and 6:00 p.m. Sunday. The vehicle rule will be strictly enforced.

**VENDOR PACKETS** - Will be ready on Friday when you arrive, admission tickets are included. The standard number of tickets for the various sized spaces is stated on the Vendor Space Descriptions Sheet, if you need more, let us know when you register. The packets will be at the TSF Information & T-shirt tent located inside the main entry.

**TENT RENTALS** - For tent rentals we recommend Alexander Tent Company of Dallas, Texas. Call them direct for rentals @ (972) 247-8556.

**TABLE RENTALS** - We will arrange for table rentals. Please indicate the number of tables needed on the Vendor Reservation form. These are heavy duty 8' tables @ \$20.00 per table.

**INSURANCE** - All vendors are required to carry liability insurance. In case of an accident in your area you will be liable for potential damages. Be Safe!

**PARKING** - is included, passes will be distributed in vendor packets upon arrival.

**SOCIAL MEDIA** - PLEASE follow us, tag us in posts and use *#TEXASSCOTS* *#TEXASSCOTTISH FESTIVAL* *#KEEPTEXASKILTED* so we can see and share.



**ACCOMMODATIONS - CAMPING, HOST HOTELS**

ON SITE Camping Available: Must register/reserve for site access on line [www.texasscots.com/vendorcamping](http://www.texasscots.com/vendorcamping).

HOST HOTELS: La Quinta - Decatur  
1405 South Hwy 287  
940.627.9603

Fairfield Inn by Marriott  
1910 W US 380, Decatur, TX 76234  
940.627.0645

Note: please identify yourself with the Texas Scottish Festival.

All rooms are held for our attendees, please identify yourself to book a room held for the TSF&HG.

**ELECTRICITY** - There is a minimum \$50.00 fee for electrical hook-ups. (Single 110v, low-wattage, extension cord hook-ups) If additional service is required please let us know and we will attempt to accommodate.

Festival outlets overload easily, are not open freely to vendors and must be controlled.

Where generators are used, they must not disturb either your neighbor vendor or the customers of either your booth or neighboring booths. Please communicate with your neighbors to minimize trouble areas, if conflict cannot be avoided, contact the Operations Director, he will eliminate the cause of the conflict.

All extension cords that cross a walkway must be SECURED down; bring your own tape etc. Those not taped and secured safely will be removed.

Bring adequate length extension cords; most distances will be 50 to 100 feet.

**VENDOR SPACE DESCRIPTIONS -**

**Arts & Crafts space**

10' frontage  
Up to 120 sq. feet (10'x12')  
Handmade items or single item only--  
strictly enforced  
Two admission tickets for each day

**Standard space**

20' frontage  
Up to 400 sq. feet (20'x20') Three  
admission tickets for each day

**Large Standard space**

30' frontage  
Up to 600 sq. feet (20'x30')  
4 admission tickets for each day

**Premier Large space**

20'x40' corner space Up to 800 sq. feet  
Call for pre-approval (limited corner  
spaces) 4 admission tickets for each day  
Two Friday BBQ tickets

2020 Vendor Registration is available online but we also still accept the following form with check / money order / paypal payment to [vendors@texasscots.com](mailto:vendors@texasscots.com).



**TSF VENDORS (Non-Food) REGISTRATION** : Circle Desired Space

• By submitting registration &/or payment you agree to details & rules in this vendor packet.

**Arts & Crafts space .....\$300.00**

10' frontage  
Up to 120 sq. feet (10'x12')  
Handmade items or single item only--strictly enforced  
Two admission tickets for each day

**Standard space .....\$500.00**

20' frontage  
Up to 400 sq. feet (20'x20') Three admission tickets for each day

**Large Standard space .....\$650.00**

30' frontage  
Up to 600 sq. feet (20'x30')  
Four admission tickets for each day

**Premier Large space .....\$750.00**

20' x 40' corner space Up to 800 sq. feet (20'x40')  
Call for pre-approval (limited corner spaces) 4 admission tickets for each day  
Two Friday BBQ tickets

**Electricity .....\$50.00**

\$50 min must be paid in full with registration

**DEPOSIT** ... 50% of space fee (\$150 / \$250 / \$325 / \$375) \_\_\_\_\_

**TABLES** ... Reserve # \_\_\_\_\_ tables @\$20 each (must be pd in full) \_\_\_\_\_

**REGISTRATION Deadline February 28th** **TOTAL Enclosed** \_\_\_\_\_

**Final Payment due by April 1st To Reserve Your Space**

There will be a \$30 returned check fee

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

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

Contact name & Telephone \_\_\_\_\_

E Mail Address \_\_\_\_\_

Prior Location and/or Comments for TSF&HG \_\_\_\_\_

Pay online or make your check for Vendors fee's payable & mail to – **Texas Scottish Festival**  
1705 West University Drive, Ste 108 - 110  
McKinney, TX 75069



**TSF AD RATE SCHEDULE** : Ads are Black and White : Circle Desired Size

**Full Page** .....**\$310.00**  
7 3/4" X 10" B&W

**Half Page (Horizontal)** .....**\$160.00**  
7 3/4" X 4 7/8" B&W

**Quarter Page** .....**\$85.00**  
3 3/4" X 4 7/8" B&W

**Business Card** .....**\$35.00**  
3 1/2" X 2" B&W

**Artwork Production** .....**\$50.00**  
Ad creation / Digital Artwork

**ARTWORK Deadline April 1st** **TOTAL Enclosed** \_\_\_\_\_  
**There will be a \$30 returned check fee**

The ad may include the following:  
One illustration, preferably in .jpg format  
Coupons for goods or services offered at the TSF&HG

If you do not have an ad design, a simple design may be created for you by the editor of the program for an additional fee.

PLEASE NOTE: Payment must be included with ad to insure inclusion in our program. Copy deadline for inclusion in the program is April 1st. Advertisements received after the deadline will not be included in the program - NO EXCEPTIONS.

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

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

Contact name & Telephone \_\_\_\_\_

E Mail Address \_\_\_\_\_

Prior Location and/or Comments for TSF&HG \_\_\_\_\_

Make your check for Vendors fee's payable & mail to – **Texas Scottish Festival**  
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