



# Texas Scottish Festival & Highland Games

Maverick Stadium, Arlington Texas

Fred Stewart

Operations Director / Vendor Chairman

[opsdirector@texasscottishfestival.com](mailto:opsdirector@texasscottishfestival.com)

817-480-8771

Dear Vendor:

The 31<sup>st</sup> Annual TEXAS SCOTTISH FESTIVAL will be held on May 5, 6 & 7th, 2017, Friday 5:00 p.m. to midnight, Saturday 9:00 a.m. to midnight and Sunday 9:00 a.m. to 6:00 p.m. The location will be Maverick Stadium on the campus of The University of Texas at Arlington. The vendor area is a natural grass field within Maverick Stadium. For our returning Vendors, we will make every attempt to place you in your previous location.

Electricity is only available at *specific* locations by prior arrangement; there is a \$25.00 charge for this service.

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.

**Vendor Locations will be prioritized by receipt date of your deposit and by your loyalty to TSF&HG but confirmation will not be accomplished until final payment.**

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 Operations/Vendor Chairman.

**All motorized vehicles** must be off the field by 4:30 p.m. on Friday and 8:30 a.m. on Saturday -- **no exceptions**, small trailers may be parked behind your spot, space permitting. Vehicles will not be allowed on the field between 8:45 a.m. on Saturday and 6:00 p.m. on Sunday. The vehicle rule will be strictly enforced. Remember vendors have the prime locations inside the front gate 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 9:00 p.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.

If you have any questions please email: [OpsDirector@TexasScottishFestival.com](mailto:OpsDirector@TexasScottishFestival.com) or telephone (817) 480-8771.

Thank You,

A handwritten signature in black ink, appearing to read 'Fred Stewart'.

Fred Stewart  
Vendor Chairman &  
Operations Director

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

# 2017 Vendor Information Sheet

Texas Scottish Festival & Highland Games

Claverick Stadium, Arlington Texas

May 5-7, 2017

**ELECTRICITY** – Electrical hook-ups are **not** available in most locations, the exception being the concourse. Generators may be use in a few selected locations (please ask first). Noise and/or air pollution will not be tolerated.

**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 8:30 p.m. with twilight lasting until 9:00. There is also field lighting that will be turned on and will provide some reflective illumination. With these factors in mind, there is little need for electrical lighting unless you desire to stay open later to take advantage of some 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'.

**FEES** – Fees are stated on the Vendor Registration form. Deposits are due by **February 28<sup>th</sup>** and final payment by **April 5<sup>th</sup>**. **No notice of final payment will be sent.** Checks or money orders are preferred. If you wish to pay by PayPal (credit card) that can be arranged for an additional fee of 4% to offset PayPal fees charged to TSF.

**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 the field 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.

**COMBINED SPACES** – Multiple vendors may combine spaces for the purpose of rental of a common tent, however, you will each be responsible for your full individual fee.

**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 @ \$10.00 per table. If arrangements are made for a tent rental directly from Alexander Tent Co. the tables may be rented directly from Alexander and not through TSF&HG.

**INSURANCE** – All vendors should carry liability insurance. In case of an accident in your area you will be liable for potential damages. Be Safe! A weekend policy is available through TSF&HG if you do not carry your own. Please allow 4 weeks to acquire policy.

**PARKING** – is managed by UTA, no passes are available.

## ACCOMMODATIONS -

### Host Hotel--The Arlington Quality Inn at the Highlands

121 I-20 East @ Matlock Road, Arlington, Texas 76018. Telephone: 800-588-8021 or 817-467-3535

Group ID: Scottish Festival Rate: **\$99.99 + tax (if booked before April 12<sup>th</sup>, \$119 after)**

Note: please identify yourself as *Texas Scottish Festival*.

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



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## ELECTRICITY

There is a **\$25.00** fee for electrical hook-ups. (*Single 110v, low-wattage, extension cord hook-ups*)

### **Concourse: [These outlets overload easily and must be controlled]**

East side, electrical hook-up may be provided at each location.

West side, there are 110v outlets located in spots W-4, W-7 and W-9. The W-4 outlet may provide power to W-3, 4 & 5. The W-7 outlet only to W-7 and the W-9 outlet may provide power to W8, 9 & 10.

### **The Royal Mile:**

No electrical hook-ups are available.

Generators may be used but must operate quietly and must be located along the fence line.

### **The Heritage Vendor's Village:**

No electrical hook-ups are available.

Generators may be used, but must operate quietly and must be located appropriately, see the Operations Director for details.

### **The Glen Finnan Vendor's Walk:**

Limited electrical hook-ups are available, see the Operations Director for details.

Generators may be used, but must operate quietly and must be located appropriately, see the Operations Director for details.

### **NOTE:**

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 concrete walkway must be taped down; bring your own tape. Those not taped and kept secured will be removed.

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



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## Vendors 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')

Four admission tickets for each day

### **Premier Large space**

20'x40' corner space

Up to 800 sq. feet (20'x40')

Call for pre-approval (limited corner spaces)

Four admission tickets for each day

Two Friday BBQ tickets



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## Vendor Registration

Please circle choice

### Concourse

Arts & Crafts space (10' frontage) .....\$425.00  
 Standard space (20' frontage) .....\$625.00

### Glen Finnan Vendor's Walk

Arts & Crafts space (10' frontage) .....\$425.00  
 Standard space (20' frontage) .....\$625.00  
 Large Standard space (30' frontage).....\$775.00

### Heritage Vendor Village

Arts & Crafts space (10' frontage) .....\$325.00  
 Standard space (20' frontage) .....\$525.00  
 Large Standard space (30' frontage).....\$675.00

### Royal Mile

Arts & Crafts space (10' frontage) .....\$525.00  
 Standard space (20' frontage) .....\$625.00  
 Large Standard space (30' frontage).....\$775.00  
 Corner Premier Large space (20' x 40') (please check availability) .....\$925.00

Additional Fees \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**DEPOSIT** (Deposit is 50% of Total) \$ \_\_\_\_\_

Please reserve \_\_\_\_\_ **tables** @ \$10.00 each. (Tables must be paid in full w/deposit) \$ \_\_\_\_\_

Amount due by February 28<sup>th</sup> \$ \_\_\_\_\_ ✓

**Final Payments are due by April 5<sup>th</sup>**

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 to: **Texas Scottish Festival**  
 ---and mail to---

Texas Scottish Festival & Highland Games  
 Post Office Box 511 Clifton, Texas 76634



Texas Scottish Festival & Highland Games  
Maverick Stadium, Arlington Texas

Box 511, Clifton, TX 76634

[postmaster@texasscottishfestival.com](mailto:postmaster@texasscottishfestival.com)

800-363-7268

## AD RATE SCHEDULE FOR ON-SITE VENDORS

ALL ADS are Black & White

Full Page (call for availability)	7 ¾" X 10"	\$300
Half Page (Horizontal)	7 ¾" X 4 7/8"	\$150
Quarter Page	3 ¾" X 4 7/8"	\$75
Business Card	3 ½" X 2"	\$35

Vendor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Day Ph: \_\_\_\_\_

Address: \_\_\_\_\_ Evening Ph: \_\_\_\_\_

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

Size of Ad: \_\_\_\_\_ Price: \_\_\_\_\_ Total: \_\_\_\_\_

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 15<sup>th</sup>. Advertisements received after the deadline will not be included in the program – NO EXCEPTIONS.

For information call: 1-254-675-3992

Please mail this form along with your ad and payment to:



Texas Scottish Festival & Highland Games  
Post Office Box 511  
Clifton, TX 76634