



Fort Worth Oktoberfest 2024 Marktplatz Shopping Vendor Application

You are invited to apply to participate in Fort Worth Oktoberfest on September 26-28, 2024. We are searching for vendors selling German goods such as hats, clothing, steins, collectibles, accessories and Christmas décor as well as artisan vendors that offer crafts or handmade items.

Please follow all application instructions carefully and note that the deadline for submitting the application for Fort Worth Oktoberfest is **March 1, 2024**. All applicants will be notified by email with a letter of acceptance or non-acceptance by April 4, 2024. If selected, a vendor agreement will be sent for signature and an invoice will be sent for the fees. Both will be due upon receipt.

Festival Dates & Times:

Load In and Set up

Wednesday, September 25, 2024	8:30 AM – 6:00 PM – (overnight security)
Thursday, September 26, 2024	8:30 AM – 3:00 PM

Festival Hours:

Thursday, September 26, 2024	5:00 PM – 11:00 PM (overnight security)
Friday September 27, 2024	5:00 PM – 11:00 PM (overnight security)
Saturday, September 28, 2024	11:00 AM – 12:00 AM

(Overnight security until 8:30 AM on Sunday morning)

Break Down:

Sunday, September 29, 2024 (no security on site after 8:30 AM)

Location:

Trinity Park, Fort Worth, Texas

Policies:

- Shopping vendor may take cash or credit card. They are responsible for their own Point of Sale (POS) devices and WIFI.
- Shopping Vendor will not utilize any device to amplify voice at the festival.
- Shopping Vendor will not roam festival grounds in an effort to promote their company.
- Shopping Vendor will sufficiently staff booth space during all festival hours
- Shopping Vendor agrees to set-up and tear down policies.
- Trailer hitches must be covered.
- Walk boards and menu signs not provided.
- Tipping jars will be allowed.
- Oktoberfest to be billed as “Fort Worth Oktoberfest”
- Final booth assignments are made at the discretion of Festival Management and will be available on the day of check in.
- Set up is at your leisure, but must be completed within the times listed below
- Vehicle must be moved to the parking lot no later than **1 hour prior to gates opening**.

Fort Worth Oktoberfest is an outdoor event and there are no refunds for inclement weather.



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- Vehicles are not allowed on the event site at any time during event hours.
- During load in and load out vendors must only drive on in the designated zones and paths
- Booth break down will not commence nor will vehicles be allowed inside the festival prior to closing unless notification is given by Festival Management or Fort Worth police officer.
- ALL deliveries and pickups for vendor items are the responsibility of the vendor. Festival Staff will not be available for deliveries or pickups, nor will they sign for them.

Submission Instructions: (Note: Submission of application does not guarantee acceptance of placement.)

- Fill out application and email back to shanna@prostproduction.com
- Include a list of the products that you will be selling.
- Include booth images (if a new vendor)
- You will be notified that your application has been received within 7 business days of receipt of application.
- References may be requested.

VENDOR INFORMATION

Name: (First, Last) _____

Co-Applicant Name: (First, Last) _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Website: _____ Email: _____

Business Phone Number _____ Applicant Cell Phone: _____

Emergency Contact: _____ Emergency Phone: _____

Festival On Site Contact
Name: _____ Cell: _____

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VENDOR NEEDS AND FEES. Please complete all information for booths to be considered.

List what your needs are anticipated to be and Festival Management will consider these requests and include what will be provided in final agreement. If the space allowed is insufficient, please provide all necessary information on a separate sheet of paper and attach. Please use additional sheets if you have more than one booth. Vendor Fees are non-refundable.

Vendor Name: _____

Tent or Trailer? _____

*Trailers are only accepted on a limited case by case basis.

Trailer Dimensions

This needs to match the pictures you attach.

	X		X	
WIDTH		DEPTH		HEIGHT

Are you the artist creating the artwork/merchandise to be sold?

YES NO

If yes, what do you do to create the work?

Provide a description of your items sold here:



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List what your needs are anticipated to be and event staff will consider these requests and include what will be provided in final agreement. If the space allowed is insufficient, please provide all necessary information on a separate sheet of paper and attach. Please use additional sheets if you have more than one booth.

See fee structure below. Note: Tent Price includes (1) 110v/30AMP quad box power outlet and tent lighting. Please mark what you will need.

DESCRIPTION	QTY NEEDED	OKTOBERFEST FEES TO VENDOR
Tent (10' x10')		\$285 each
Tent (10' x 20')		\$425 each
Tent (10' x 30')		\$615 each
Tent Walls (20' section)		\$35 each
Fan		\$40 each
Counter (10')		\$30 each
Total Owed to Prost Production		



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You **MUST** initial next to each item in the space provided indicating you understand and agree.

_____ Submission of an application does not guarantee acceptance.

_____ Each accepted vendor will receive (2-4) vendor badges, based off the number of workers for festival access.

_____ Vendor Fees are Non-Refundable.

Festival hours:

Thursday, September 26, 2024 5:00 PM – 11:00 PM

Friday, September 27, 2024 5:00 PM – 11:00 PM

_____ Saturday, September 28, 2024 11:00 AM – 12:00 AM

_____ If accepted, you are required to stay open during all festival hours.

_____ Fort Worth Oktoberfest will go on RAIN or SHINE. There are no refunds for inclement weather.

_____ All shopping vendors can accept cash and credit.

_____ Prost Production will not assume responsibility for damage or theft of your property.

_____ Upon acceptance to Fort Worth Oktoberfest, your set-up will take place on: Wednesday, September 25, 2024 – 8:30am – 6pm or Thursday, September 26, 2024 - 8:30 AM – 3:00 PM.

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ALL deliveries and pickups for vendor items are the responsibility of the vendor. Festival Staff will not be available

For deliveries or pickups, nor will they sign for them.

Upon acceptance to Fort Worth Oktoberfest, vendors are required to provide the following insurance: Certificate of General Liability insurance in an amount no less than One Million dollars (\$1,000,000.00) per occurrence and Two Million dollars \$2,000,000 aggregate which includes Prost Production listed as additional insured and certificate holder at 1328 Washington Avenue, Fort Worth, Texas 76104. Policy must include a waiver of subrogation in favor of Prost Production and be primary and noncontributory

My signature acknowledges that I will be present, and my booth will be open and staffed during all festival operating hours of Fort Worth Oktoberfest. I agree to follow all rules and regulations set forth by festival staff and understand that failure to do so can result in immediate expulsion without refund. I acknowledge that the following are prohibited: pets, illegal substances or weapons at my booth or vehicle during the festival.

Signature: _____ Date: _____