

**Amarillo's Largest Garage Sale**  
**North/South Exhibit Hall-Amarillo Civic Center**  
**Friday, March 20th 10am- 5pm and Saturday, March 21st 9am – 4pm**

VENDOR North _____
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Vendor setup is **Thursday March 19th from NOON-7pm**

Event is Friday, March 20th from 10am-5pm and Saturday, March 21st from 9am-4pm

Depending on sponsorship opportunities we may have a preview party which would mean we would open Friday, March 20<sup>th</sup> at 9:30am. Please be prepared. We will let you know during set up.

Vendor tear down is Saturday, March 21st from **4pm-6pm**

Individuals, Groups, and Civic Organizations/ Non Profit  
Local Businesses are welcome to participate but require a different contract.

**SPACE AVAILABLE ARE**

- |   |  |
|---|--|
| <input type="checkbox"/> 10 x 10- Includes 2 Tables- \$60 | <input type="checkbox"/> 10 x 20- Includes 4 Tables- \$105 |
| <input type="checkbox"/> 10 x 30- Includes 6 Tables-\$150 | <input type="checkbox"/> 10 x 40- Includes 8 Tables-\$195  |

**ALL VENDORS WILL RECEIVE 5 TAGS per contract, NOT per 10 x 10  
EXTRA TAGS ARE 5.00 EACH and ARE GOOD BOTH DAYS**

**EXTRA TAGS ARE \$5 EACH- Extra Tags Needed\_\_\_\_\_ X \$5 = \_\_\_\_\_**

**EXTRA TABLES ARE \$10 EACH- Extra Tables Needed\_\_\_\_\_ X \$10 = \_\_\_\_\_**

**GRAND TOTAL COLLECTED= \$ \_\_\_\_\_**

**YOUR TABLES MUST BE PICKED UP AND SET UP BY YOU.  
WE CHECK TO SEE HOW MANY TABLES YOU USE AND WILL CHARGE YOU FOR ALL EXTRAS.**

If you want to have a credit card machine hook up, internet hook up or will need electricity you will need to make arrangements with the Civic Center at least two weeks in advance. Please call the Event Manager with Civic Amarillo.

**PAYMENT FOR ALL BOOTHS MUST BE MADE IN ADVANCE. WE MUST HAVE A COPY OF YOUR TEXAS SALES TAX PERMIT PRIOR TO FILLING OUT CONTRACT. NO REFUNDS.**

**VENDOR INFORMATION – Please Print**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Please sign if you agree to all the terms outlined in this Vendor Request form.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

BOOTH SPACE(s) ASSIGNED \_\_\_\_\_

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## **BOOTH RULES AND REGULATIONS**

1. **ALL VENDORS MUST PARK IN THE PARKING LOT NORTH OF 3<sup>RD</sup> STREET.** All trailers must be in the parking lot North of 3<sup>rd</sup> or they will be towed. You cannot park in the parking lots surrounding the North Exhibit Hall, South Exhibit Hall, or Heritage Room. These parking lots are for the public.
2. No person company or organization shall assign, sublet or share the booth without the consent of Townsquare Media.
3. Booth vendors are not allowed to sell “ready to eat” foods or drinks for consumption during the event. Booths pre-authorized to sample food and beverages or to give candy away as a premium must have the proper permits that are issued by the City County Health District, and indicate the type of sampling for prior written approval. Sample portions may be no more than 2 oz. in size and must not compete with any drink, candy, or food item that the Civic Center concessions area sells.
4. All booths must be operational no later than 30 minutes before the event starts.
5. All booth vendors are responsible for keeping their space clean during the show and for hauling boxes and excess trash out after the show. **Townsquare Media will fine vendors for excess trash and boxes. Will be subject not to be able to participate in future events if this ignored.**
6. **Each booth vendor is responsible for their own phone, modem, water, internet and additional electric needs.**
7. Helium Balloons are NOT allowed in the Civic Center- No exceptions.
8. Each booth vendor is responsible for having adequate financial change in his booth.
9. Each booth must be manned by at least one adult at all times and **an exhibit may not be removed or disassembled prior to closing of the show.**
10. Booths may exhibit only what has been authorized. Townsquare Media reserves the right, with no liability for damage spoilage, or loss, to dismantle, dispose of, store and clear from premises any display materials, goods, property, or merchandise of a booth which has failed to comply with the rules.
11. Townsquare Media reserves the right to close any booth that does not fit into the general character of the event.
12. Every reasonable precaution will be taken by Townsquare Media to protect property during set up, event times, and tear down. However, neither the sponsors of the event, Townsquare Media, service contractors, building or ground officials, officers, staff members or directors of any of the same, are responsible for the safety of the property of the booth vendor from theft or damage by fire, accident, vandalism, or other causes.
13. You agree to abide by all of the rules and regulations of the Amarillo Civic Center. Each booth vendor agrees to hold harmless and indemnify the City of Amarillo, Amarillo Civic Center, Townsquare Media, and all of the sponsors and directors from responsibility, liability, damages, costs or attorney fees arising out of or incident to the use of booths during the event.
14. Attendees will be charged the following ticket prices: \$5 for adults and children over the age of 12.
15. **TEXAS SALES TAX PERMIT MUST BE PROVIDED TO TOWNSQUARE MEDIA THE DAY YOU FILL OUT THIS CONTRACT.**

**Each Booth will receive 5 Vendor Tags per contract- NOT PER 10 x 10**

**EACH TAG OVER 5 is \$5.00 EACH**

**IF YOU LOSE YOUR TAGS- REPLACEMENT IS \$5.00 EACH.**

### **NO REFUNDS**

**YOU MUST HAVE YOUR TAG ON DURING SET UP, THE EVENT, and TEAR DOWN.**

**PIN OR STICK-ON YOUR TAG TO YOUR SHIRT TO BE ABLE TO USE IT ALL 3 DAYS.**

**TAGS WILL BE READY AT THE VENDOR CHECK IN BOOTH DAY OF SET UP.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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VENDOR North _____
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**GUIDELINES**

**NO SALES OF THE FOLLOWING ITEMS:**

FIREARMS or WEAPONS OF ANY KIND- Knives may be sold in a case.

ANIMALS, REPTILES, FISH or BIRDS

CHEMICALS-KEROSENE, GAS, MOTOR OILS, ANY FLAMABLE MATERIALS.

**ANY TYPE OF FOOD-The Civic Center has an agreement with a 3<sup>rd</sup> party**

**ANY TYPES OF BEVERAGES- The Civic Center has an agreement with a 3<sup>rd</sup> party**

PORNOGRAPHIC MATERIALS

DISCRIMINATORY ITEMS OR INFORMATION

**Helium BALLOONS or HELIUM PRODUCTS**

**PLEASE INITIAL STATING YOU UNDERSTAND -----**

**TABLES/CHAIRS**

YOU WILL BE REQUIRED TO CHECK YOUR TABLES BACK IN AT THE END OF THE SALE ON SATURDAY BEFORE 6PM. ANY TABLES YOU DO NOT CHECK BACK IN YOU WILL BE REQUIRED TO PURCHASE FROM Townsquare Media/Civic Amarillo AT \$75.00 EACH.

**PLEASE INITIAL STATING YOU UNDERSTAND -----**

**SET-UP/TEAR DOWN**

PLEASE ACKNOWLEDGE THAT YOU ARE RESPONSIBLE FOR SET UP AND TEAR DOWN OF YOUR BOOTH SPACE. WE DO NOT PROVIDE CARTS OR DOLLYS. PLEASE MAKE ARRANGEMENTS FOR HELP BEFORE THE DAY OF SET UP.

**PLEASE INITIAL STATING YOU UNDERSTAND \_\_\_\_\_**

**PUBLIC**

WE WILL BE CHARGING A \$5 FEE AT THE DOOR FOR PERSONS 12yrs and UP.  
Admission is good only ONE day, NOT two.

**PLEASE INITIAL STATING YOU UNDERSTAND -----**

***PLEASE SIGN ACKNOWLEDGING FULL UNDERSTANDING OF THE REGULATIONS THAT HAVE BEEN OUTLINED IN THE ABOVE MENTIONED. PLEASE SIGN AKNOWLEDGING THAT YOU TAKE FULL REPONSIBILITY FOR YOUR SPACE AND ITS CONTENTS. TOWNSQUARE MEDIA HOLDS NO LIABILITY TO YOU, YOUR PARTICIPANTS OR YOUR CONTENTS.***

\_\_\_\_\_  
Signature

DATE \_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME

BOOTH#(s) \_\_\_\_\_

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VENDOR
North
_____

New State Law requires each vendor to have a Texas Sales Tax Permit. Each vendor will need to have a permit or a copy of their permit prior to filling out the contract and selecting a booth. Each individual has to apply for their own sales tax permit. Townsquare Media will be providing copies of each permit to the Comptroller of Public Accounts prior to the event.

Each vendor will need to obtain an application at [www.window.state.tx.us](http://www.window.state.tx.us) or visit the local office of Texas Comptroller of Public Accounts – Amarillo Enforcement Office at 7120 I-40 West, Suite 220, Amarillo, TX 79106. **There is not a fee for applying.** If you visit the local office they will issue the permit that day. If the application is mailed to the local office it will take up to 3-4 business days to receive the permit. If the application is mailed to the Austin office it can take 3-4 weeks to receive the permit.

You may also contact the local Comptroller office at 806-358-0148 for any questions or concerns.

By signing this page you are stating that you have obtained a Sales Tax Permit and have given a copy to our office at 6214 W. 34<sup>th</sup>, Amarillo, TX 79109.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date