

RULES AND REMINDERS

The pfestival is from noon to 5 pm. All vendor booths must be open during that entire period.

The City of Pflugerville reserves the right to refuse vendor participation for any reason at any time.



CHECK-IN: Check-in time is Saturday morning from 8-10 am. Any vendors arriving late may not be allowed to set up. At check-in you will receive your name badges and parking passes. Once you have unloaded, please move your car immediately to the designated parking area.

VEHICLES/PARKING: Due to road closures, all vendors must enter the festival through the designated routes (see parking map). Parking around the pfest is limited, and vendors must use designated parking.

EQUIPMENT/ELECTRICITY: Each vendor is responsible for providing their own table, chairs, tent, 100' extension cord (**if electricity was purchased**) and all supplies. Only one 20 amp plug per vendor and one extension cord. No exceptions.

SALES TAX: All vendors are responsible for collecting and reporting 8.25% sales tax collected in Pflugerville. Sales Tax Permits can be acquired through the Texas Comptroller of Public Accounts office at the following website <https://comptroller.texas.gov/taxes/permit>.

VENDOR BADGES: All registered vendors will be issued event credentials for staff working the booth at check-in. **These must be worn during the entire event.** Police officers on duty will have unauthorized vendors leave the event site.

BOOTH AREA: Each vendor purchased either a 12' x 12' booth space (single) or a 24' x 12' booth space (double). Please keep supplies, display and equipment **inside the booth space**. Vendors are not allowed to walk the streets and sell items.

TEMPORARY FOOD PERMIT: If a food vendor does not follow the Food Preparation Guidelines as determined by the onsite food health inspector, that vendor will be asked to leave the event and not participate. All food vendors must obtain the Temporary Event Food Permit **prior to October 8** and have it on display at your booth to sell food at Chili Pfest.

WEATHER: Please plan for all types of weather, including wind and rain. Provide weights for tarps or your tents. The event is not cancelled if it rains.