



## Vendor Contract for 2025 Abilene Railroad Festival

The Abilene Preservation League's (APL) mission for the annual Abilene Railroad Festival (ARF) is to provide a place and event that highlights the significant role that railroads played in the founding of Abilene and nearly all of the communities within the Big Country through educational programming, unique involvement, and family friendly interactive engagement while valuing the perspective of railroad enthusiasts.

As a business, we cover the overhead costs for the event (advertisement, promotions, entertainment, liability insurance, coordination, management, booking, marketing, etc.). As an ARF vendor you are in a contract agreement with APL that commits you to the following details in our Vendor Agreement Form such APL management, curation, customer service, and space leasing donations. Therefore, we ask that all participants contribute to a positive and child-friendly atmosphere.

As an ARF Vendor you or your business is liable in the event that you or your business puts any person, vendor's property, or property of the venue at risk for damage or injury. To further understand your commitments as an ARF Vendor, please read the Vendor Agreement Form entirely.

**\*Festival will run from 10am – 6pm\***

### Vendor Agrees to:

1. A \$25 deposit to hold your spot **by August 29th, 2025**. This covers  
- 10ft x 10ft area  
*10ft x 10ft tents, 6ft rectangular tables, and chairs are available for **rent**.*  
*It is encouraged that you bring your own if you have them.* Otherwise, please check the box below if you would like to rent any of the listed items for your space. Vendor is responsible for covering the cost of the tent, chairs and tables. ARF staff will handle logistics.

- ☐ One 10ft x 10ft Tent - \$125
- ☐ Two Chairs - \$5
- ☐ One 6ft Rectangular Table - \$10

2. Cooperate with ARF Director and APL/ARF staff to organize and curate a setup located along Cedar Street at **1174 North 1st Street Abilene, Texas 79601**. Available setup and unloading times are as follows:
  - Early booth item/material drop off: *September 12th from 12:00P - 5:00P*
  - Setup: *September 13th from 9:00A - 10:00A*
3. Arrive within the timeframe you are given.
4. Park according to the map that will be emailed before the event.

### **Business Operations:**

1. I understand that I am responsible for making all transactions accessible to all consumers whether card transactions or having plenty of change the day of the event. (The venue will not be able to break bills for change. Please come prepared with plenty of small bills and coins to service consumers according to your price points.)
2. I will operate my vending space and business with all honesty, integrity, and courtesy toward APL, all participating vendors, the venue, and the public.
3. I understand that the Abilene Preservation League team is responsible for the direction of this event, and I will cooperate with their management.
4. I understand that APL is not responsible for any lost, stolen, or damaged merch/personal belongings due to weather, accident, or mishap.
5. I understand that APL is not responsible for any injuries that may occur throughout the event due to vendor booths, the venue, food vendor or any other individual the day of the event.
6. I will respect the property of the venue. I understand that I am liable for any damage or loss that may occur in the event I do not observe the following:
  - a. No physical changes to the property such as nailing, painting, writing, or gluing on posts, walls, windows, and all other areas of venue.
  - b. Children under 12 must have adult accompaniment with them at all times.
  - c. Before leaving the event, your area must look like it did when you first arrived. You are responsible for keeping up with, and disposing of, your own trash.
7. I understand I may be asked to leave the festival if I do not comply with the above

Please scan and email your signed contract to:

Kaitlyn Ferguson - Events Assistant

[kferguson@abilenepreservation.org](mailto:kferguson@abilenepreservation.org)

**We look forward to seeing you at ARF 2025!**

Vendor Business

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Print Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PAYMENT:**

**\*\*All checks should be made out to Abilene Preservation League\*\***

Using the link

<https://square.link/u/ywRIHd3e>

Or scanning the QR code

