

**Round Top Hill Antiques
Fall 2016 Vendor Contract
Wednesday, Sept. 21 – Saturday, Oct. 1, 2016**

Name: _____ Business Name: _____

Mailing Address: _____ City/State/Zip: _____

Phone # () _____ Cell Phone # () _____

E-mail Address: _____

Texas Sales Tax ID# _____ **(Required by the State of Texas)**

In order to maintain the quality of antiques sold at Round Top Hill, this is a juried show. Anything not meeting the quality standards set by Round Top Hill (such as flea market items) will not be allowed. Please send pictures (preferably by e-mail) and list examples of the items you will be selling: _____

Number of people traveling with you: _____

Please list the names of people who will be helping you in your booth:

In the event of an emergency, who would you like us to contact that will not be at the show?

Name _____ Relationship: _____ Phone: _____

Expected arrival date: _____ Approximate time of arrival: morning/afternoon/evening (circle one)

Will you need help unloading for the show and reloading after the show?

_____ Yes _____ No

8' tables are available to rent for \$15 each for the duration of the show.

If you need tables, how many do you need? _____ X \$15 per table = \$ _____

(Please include table rental with your deposit.)

All RV sites have 30 amp electric service and water. If you will need an RV or camper space, please fill out the following:

Length of RV _____ Number of days you plan to stay with us _____ at \$20 per day = \$ _____

Do you want your RV's holding tanks to be pumped (vacuumed) for an additional fee of \$25?

Yes _____ No _____ (Please read the note on page 3 about RV sites.)

In our effort to improve our advertising and find out what reaches the most people, please tell us how you heard about Round Top Hill. If you are new to Round Top Hill and were referred to us by another dealer, please tell us who it was so we can thank them.

Pavilion Booth Space

| Quantity | Size & Rates | Total |
|--------------------------------------|--|-------|
| | 10' X 20' booths are \$600 (\$3.00/sq.ft.) | |
| | | |
| | 20' X 20' booths are \$1200 (\$3.00/sq.ft.) | |
| Total Cost of Pavilion Booths | | |

****Note: A 50% deposit is required.**

Open Air Spaces with Highway Frontage

| Quantity | Size | Total |
|--------------------------------------|-----------------------------------|-------|
| | 20' X 30' booths are \$400 | |
| Total Cost of Open Air Booths | | |

Traffic control will be provided by Fayette County Sheriff's Deputies on Friday and Saturday of both weekends.

Our expenses associated with the property, building, improvements in facilities, utilities, taxes, etc. go on regardless of the weather, so the show will also go on, rain or shine. No refunds will be given after you have set up for the sale. By signing below and submitting your application, you agree to release the Paul Michael Company, it's owners and employees, from any claims for loss or damage caused by accident, rain, wind, hail, lightning, storms, or acts of God. Paul Michael Company and its owners will not pay any financial compensation to you for loss of sales deemed lost due to weather or any other factor in or out of our control. By signing below, you also agree to hold harmless and free of liability the Paul Michael Company, its owners and employees from any loss or damage to your property or vehicles, damage due to accidents, fire or any other cause, injury or death of persons before, during, or after the show.

One half of the rental fee is required to reserve a booth or an RV site, with the balance due no later than two weeks before the show. You will not be allowed to set up until booth rent is paid in full. This time period will allow us to send a receipt back to you prior to the show, and eliminates the paper work otherwise needed upon your arrival here.

Name (please print) _____

Signed _____ Date _____ Amount enclosed \$ _____

Please make your check or money order payable to the Paul Michael Company and mail to:

**Round Top Hill
P.O. Box 431
La Grange, TX 78945**

Packing Material Please do not bring Styrofoam popcorn packing material to Round Top Hill. It blows all over the property and I end up picking it up one piece at a time.

Electricity 20-amp electricity is available at each vendor site inside and outside the pavilion. It is included in your booth rent, so there is no additional charge.

Insurance Vendors are encouraged (but not required) to join the **Antiques & Collectibles Association**. It is "the largest dealer association in the United States with thousands of members in all 50 states." (ACDA) By joining the association, members can obtain dealer insurance that will cover your property at any location, as well as while in transit. You can contact them on the internet at the following address: info@antiqueandcollectible.com or by calling: **800-287- 7127** or **704-895-9088**. If you prefer to write, their address is:

**Antique and Collectible Association
P.O. Box 4389
Davidson, North Carolina 28036**

Merchandise Quality The primary focus of Round Top Hill is good quality antiques. This is a juried show, so please send pictures of items you plan to sell, preferably by e-mail to: roundtophill@yahoo.com or mail to our postal address listed above. **Reproductions, flea market items, etc. will not be accepted.** Display of such items only brings down the price of quality antiques displayed next to it. It is our intent to have a high quality show that is family oriented. Objectionable material in the form of posters, paintings, signs, pictures, sculptures, etc. will not be allowed. Anything found to be anti-religious or anti-American by the owners of Round Top Hill must be removed from display.

RV Sites We have RV sites in a well lit area available for vendors on a first come, first served basis. Each site has water and 30-amp electric service. The daily rate for our dealers will be \$20, which includes water and electricity. If you need one of these sites for the show, we strongly recommend you reserve it early (**Half down deposit required to hold it**). We do not have sewer connections, but the people who service the porta-potties can vacuum your holding tanks on location for a fee of \$25 payable directly to them. Any sites not rented by dealers will be made available to the public for \$30 per night (Our dealers are given a discount in order to hold down their travel expense so they can pass those savings on to shoppers.)

Sales tax ID All vendors must provide a Texas sales tax number. There have been conflicting reports about whether a Texas sales tax ID is required for out of state vendors, so I called the Texas State Comptroller's office for an official opinion. I was told that all vendors are required to have a Texas sales tax ID. **Violators have been fined and required to shut down by state officials at other shows.** Processing of applications can take 2-3 weeks, so please fill out one as soon as possible and get it in the mail. In the blank asking for address, I was told that you should not list Round Top, but rather the address you normally list for your business or home. Please contact:

**Susan Combs
Texas Comptroller of Public Accounts
Austin, TX 78774-0100
In State: 512-463-3731
Out of State: 800-654-3463**

If you have access to the internet, online forms are available at

http://www.window.state.tx.us/taxinfo/sales/new_business.html.

Vendors are responsible for collecting, reporting, and paying all applicable taxes. When you report and pay the taxes collected in Round Top, be sure to report that the taxes were collected in

Fayette County, Texas. Our tax rate is 6 ¾%. I was told by the comptroller's office that if you have applied for your permit but have not received your number by show time, you can call them at one of the numbers listed above and they will give you your tax id number over the phone. Please send in your application to the state and make reservations with us as soon as possible!

Show Hours 9:00 a.m. to 6:30 p.m.

Set Up/Take Down Set up can begin at 9:00 a.m. on the Tuesday before opening day of the show and last until 10:00 p.m. **Take down after the show will not begin until Saturday afternoon at 5:00 p.m. and can continue until 11:00 p.m.** Anyone camping with us and needing to stay in an RV site on the last night of the show and leave on Sunday is welcome to stay. **All items must be removed from your booth by 5:00 p.m. on the Sunday after the show.**

Table Covers For those displaying your antiques in the pavilion, we request that you cover your tables with some type of table cloth to help give a neater and more professional appearance for the entire pavilion. This also allows you to store empty containers out of sight. Empty containers that can't be stored out of sight should be removed from your booth. This does not have to be an expensive material, but simply something to hide any clutter you may have stored underneath the tables. Tables that we rent are 96" long, 30" wide, and about 28" high. Table covers should be wide enough to extend to within 6 inches of the floor on the aisle side.

Round Top Hill Antiques & RV is owned by the Paul Michael Company and is managed by Roy Bolton. We appreciate you and your willingness to trust us with promoting your next show, and we will do everything possible to make each show a success. We look forward to having you here and getting to know each one of you, and we also look forward to what we hope is a long and mutually beneficial relationship. If you have questions or comments please call us at **979-966-7435** or e-mail us at: roundtophill@yahoo.com
Visit us on the web at: www.roundtophillantiques.com

Thank You!