

TEXAS CITY MUSIC FEST BY THE BAY

Vendor Rules

1. Vendor **is responsible** for attaining all required and applicable permits prior to the event date. Refer to Health Department and Texas Sales Tax phone numbers on page 1.
2. Will be provided an outdoor space of approximately 12' x 12'
3. Must sell only G-rated merchandise that is suitable for a family oriented event. Event personnel reserve the right to prohibit the sale of any merchandise we deem not appropriate for our event.
4. Electrical and water hook-ups are **not** provided – **ICE WILL NOT BE AVAILABLE FOR PURCHASE.**
5. We encourage vendors to bring a generator and lights for your booth
6. No glass containers allowed
7. No pets allowed
8. Tents are to be kept in the 12' x 12' area (vendor to provide own tents and tables)
9. Plywood or similar type flooring is required in **ALL** Food Booths
10. The City **will** furnish trash barrels
11. All drinks sales by Food Vendors are strictly limited to iced tea and lemonade. Food Vendors are limited to **no more than four (4) items**. Any item not listed on this contract will be prohibited. **VENDORS MAY NOT SELL ANY ALCOHOLIC BEVERAGES**
12. Your vehicle **MAY NOT** be part of your booth. Vendor load in may begin at 7:00 am and completed no later than 11:00 am on Saturday, September 10th. You may set up the day before by appointment only.
13. You MAY NOT load or unload materials at any time during event. Break down will be immediately after event and no time before. (no vehicular traffic during operating hours of the event) **STRICTLY ENFORCED**
14. Vendors may walk booths in no later than 12:00 p.m. After this time you cannot set up your booth and your space and all monies paid are forfeited.
15. Applications will be considered on a first come, first served basis – includes booth space assignments
16. Vendor location and placement will be solely determined by the City of Texas City.
17. Vendors are **NOT** allowed to relocate booth space unless approved by event Vendor Coordinator.
18. Food Vendors **only** must provide copy of liability insurance policy prior to the event.

19. The City of Texas City has the right to limit the number of booths selling similar items.
20. Notification of approval/disapproval will be by phone or mail as listed on application.
21. Payment for approved vendor must be paid in full by August 25th at 5:00 pm – Payments received after this date (late registration) will result in a \$20.00 late fee - **payment is non-refundable regardless of circumstances. (we are a rain or shine event)**
22. Clean-up Deposit of \$50.00 is Refundable after booth is inspected by event staff. Violations of **ANY** of the rules listed herein will result in a forfeiture of \$50.00 Clean-up Deposit.
23. Checks should be made payable to: 'City of Texas City'.
24. **No** Strolling Vendors without prior approval of event Vendor Coordinator.
25. Vendor pass and vendor parking pass will be mailed to approved vendors at the address on the vendor application once full payment is received.

If you have any questions, please call 409-643-5993
Or email: mjames@texas-city-tx.org

**The City of Texas City
reserves the right to approve or disapprove all 2011 vendor applications**

By signing this contract, vendor agrees to all listed rules and terms.

Signature _____

Date _____

For Office Use Only

Vendor Type _____

Date Received (application) _____

Payment Type _____

Date Received (payment) _____

Receipt # _____