



## Food Court Vendor Application

### 2017

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Christmas in God's Country brings tidings of good cheer as we kick off the Christmas season. Enjoy our decorated downtown area while the Songs and Sounds of Christmas fill the air.

The event will take place in the downtown area around City Hall and the Medina County Courthouse. Vendor approval is based on product suitability and compliance with the requirements below. If you have any questions or need additional information, contact our office.

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#### Event Hours of Operation:

Friday, December 8<sup>th</sup>, 6:00 pm – 9:00 pm

Saturday, December 9<sup>th</sup>, 10:00 am – 10:00 pm

#### General Information:

Your application will NOT be considered for approval unless it is complete. Applications are reviewed in the order received. **Any applications received after November 10, 2017 will incur a \$30 late fee.** We strive to provide diversity in our vendor offerings to the public. Applying for a booth space *does not guarantee admittance as a vendor*. Once your application is reviewed, you will be notified of acceptance/non-acceptance. Location assignments will be made by the event coordinator. Once assignments have been made, there will be NO changes to the assignments. Event management reserves the right to relocate any vendors if necessary.

For all food court vendors, set up will begin at 3:00 pm on Friday afternoon. Booths must be open to the public no later than 5:30 pm. Booths must stay up until the conclusion of the event at 9:00 pm on Friday. Food vendors must be open from 9:30 am – 10:00 pm, or until the parade is over, on Saturday. The evening parade will begin at 7:00 pm and the parade route will travel around the courthouse, thus travelling directly around the vendor area. If you have questions about these stipulations or need special arrangements, please feel free to contact us at **[hacc@hondochamber.org](mailto:hacc@hondochamber.org)**.

#### Cancellation Policy:

NO refunds or rain checks for vendor cancellations or for inclement weather.

Health Permit:

All food vendors must have a food service permit on display and must comply with Texas Department of Health rules and regulations. Forms for the certificate are available at the local Medina County Health Office – 830-741-6195. Non-profits are exempt from the fee, but are required to have a Health Certificate.

Decorations:

In keeping with the “Songs and Sounds of Christmas” theme, we encourage all vendors to maintain the theme of the event, but this is not a requirement. Both interior and exterior booth decorations are encouraged, but again, this is not required. All booths should plan on using heavy weights, as booths will be set up on pavement and no staking will be allowed.

Electricity/Lighting:

**Power will NOT be supplied to food vendors.** Food Vendors are required to bring their own generators.

Vendor Parking:

Vendors’ vehicles MUST be out of the shopping area no later than 5:00 pm on Friday. Vendors will be directed to vendor parking at the time of check in.

Booth Fees:

Food Vendor Booths.....	\$150
Non – Profits Food Vendors.....	\$ 50

**FOR ALL VENDORS**

Sales Tax Permits – Available through the Texas Comptroller’s Office

**Sales Tax Permits (Required for ALL Vendors)**

Available through State of Texas Comptroller’s Office at <http://www.window.state.tx.us/taxpermit/>

Office Use Only

Booth Number

# 2017 FOOD COURT VENDOR APPLICATION

Name of Vendor/Booth: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Street/PO Box City State/Zip Code

Truck or Trailer? \_\_\_\_\_  
Total length of truck/trailer \_\_\_\_\_

**Electricity is NOT provided for food vendors.** You are required to bring your own generator.

Brief Description of Menu Items and total length of truck/trailer:

\_\_\_\_\_  
\_\_\_\_\_

- Completed and Signed Application & Vendor Agreement
- Payment for booth fee
- Menu of food to be sold
- Copy of State Sales Tax & Use Certificate (if N/A, please explain \_\_\_\_\_)
- Copy of Health Permit

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Check#/Cash/CC: \_\_\_\_\_

Food Service Permit  Booth Photos Receipt# \_\_\_\_\_

Sales Tax Permit  Rejected Application? Date Informed: \_\_\_\_\_

## **2017 FOOD COURT VENDOR AGREEMENT**

- ALL ITEMS ON CHECKLIST MUST BE INCLUDED FOR ACCEPTANCE OF APPLICATION. Any applications received after November 10, 2017 will incur a \$25 late fee. ONLY COMPLETED applications will be considered. Applications will be screened for appropriateness and will be processed in the order they are received. The Chamber has the right to decline participation to any vendor and also has the right to limit the number of vendors offering the same or similar products.
- Vendor will be notified by the vendor coordinator if booth is approved/declined.
- Booth space is 12 feet by 12 feet. Trailer hitch size must be included in determining number of booth spaces needed. No overflow into another vendor's space allowed.
- Booths must be open to the public no later than **5:30 pm** on Friday. Booths must stay up until **the conclusion of the event at 9:00 pm. Food vendors must be open from 9:30 am – 10:00 pm, or until the parade is over, on Saturday.** The evening parade will begin at 7:00 pm and the parade route will travel around the courthouse, thus travelling directly around the vendor area.
- No one will be allowed to tear down booth, unless through special arrangement, until the appropriate designated time.
- All vehicles must be parked outside of the sales area. Any vehicle found inside sales perimeter will be subject to towing.
- Vendor must provide cover for weather. Tables and chairs will not be provided or available. No stakes can be used in the set-up of booth. Canopies must be sufficiently weighted to prevent them from blowing over.
- Vendor is responsible for all clean-up around booth. Trash receptacles will be available for this purpose.
- **NO Electricity will be provided for food vendors. Food Vendors are required to bring their own generator.**
- Vendor is responsible for the pleasant and safe presentation of their wares. Any and all hazards – such as extension cords, etc. – need to be secured to insure safety for all.
- The event location has changed this year. Any placement for booth location will be at the discretion of the Chamber.
- The Chamber reserves the right to deny entry of inappropriate booth or booth items and has sole authority for approval of booths or booth items.
- Upon assignment of booth space, Vendor is considered a participant and your fee will no longer be refunded. Sorry, no rain dates or any refunds due to weather.
- Vendor must comply with State Comptroller's requirements and is responsible for collection of Hondo Sales Tax as well as any and all posting requirements.
- Vendor agrees to indemnify and hold harmless the Chamber of Commerce and the City of Hondo, its directors, members, staff and volunteers from any and all liability.

I understand that I am responsible for the collection of all Sales Tax. I further understand that the Hondo Area Chamber of Commerce shall not be liable or responsible for any and all claims or damages of any kind; for injury to or death of any person or persons, and for damage to or loss of property arising out of or attributed, directly or indirectly, to the operation or performance of the undersigned.

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Vendor Signature

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Date