



The City of Fredericksburg
COUNTDOWN TO 2019 – NEW YEAR'S EVE
Food Vendor Application
Application Deadline: Nov 19, 2018

2019

Monday, December 31, 2018

EVENT DETAILS:

New! Two events will be held this year on Monday, December 31st. Join us for one, the other, or both!

Children's Event: 4:00pm – 6:00pm

Midnight Ball Drop: 10:30pm-12:30am

TO APPLY FOR CONSIDERATION:

A completed food vendor application, \$50 refundable deposit, and two-color photos of your booth (including signage) must be submitted six (6) weeks prior to the event date.

METHOD OF SELECTION:

The City of Fredericksburg can only accept a limited number of food vendors for this event. Vendors are evaluated on overall menu selection, booth attractiveness (including signage), a diversity of menu items that relate to the theme or age category for the event, pricing, and past event experience and health inspection scores with the City. Applications will be scored on a 1-5 point scale for each listed criteria, with 5 being the highest. In the event of a tie, applicants will be chosen based on when the application was received.

NOTIFICATION OF ACCEPTANCE:

Approved applicants will be notified via email of all food items approved four (4) weeks before the event date. Vendors must agree to sell only approved menu items. A vendor is not eligible to be both the major/full service and single/minor food service vendor unless approved by the Special Events Coordinator. **Please note that this is only an application and completing an application does not guarantee acceptance.**

REFUNDABLE DEPOSIT REQUIRED:

A \$50 refundable deposit is required with all applications. A refund of the deposit is determined at the conclusion of the event by the condition of the booth site (cleanliness, damage incurred, etc.) as well as adherence to rules and regulations outlined in this application. If violations occur, the full \$50 deposit will be retained. If a vendor chooses to cancel their appearance at the event for any reason after notification of acceptance, the deposit will not be refunded.

BOOTH SPACE/LOCATION:

Standard booth space of 10' x 20' will be provided (larger space needs can be accommodated by seeking approval from the Special Events Coordinator). The event is outdoors. Booth location will be determined by the City of Fredericksburg.

EQUIPMENT/ELECTRICITY:

Vendors are responsible for providing all operational equipment. This includes but is not limited to tables, chairs, canopies, tents, ice, etc. Vendors can use the existing power supply at Marktplatz but must bring their own extension cords. Potable water is available however vendors must bring their own food-grade water hose(s).

EVENT HOURS:

Vendor agrees to operate throughout all hours of the event and agrees to remain in booth until the official closing time. Vendors that leave prior to the event closing time will be ineligible to participate in the event in 2019. If a vendor does not show up on the day of the event the deposit will be retained and no refunds given.

EVENT SET-UP:

Set up for the event will begin at 2pm on the day of the event. Additional details on set-up will be sent to you at least one week prior to the event(s).

MOTORIZED VEHICLES AT MARKTPLATZ:

No motorized vehicles will be permitted on any turf covered areas. All vehicles must remain on paved or other hard surface areas. This requirement is intended to preserve the turf, eliminate ruts, protect the irrigation and electrical systems and maintain the appearance of Marktplatz. All vehicles accessing turf areas without exception must utilize specialized protective mats, grass shields that are provided by the City. Vehicles must never come in contact with turf and must always drive on the grass shields. Trailers must be parked adjacent to paved areas.

Any vehicles that need to drive onto Marktplatz must display a vehicle access permit provided by the Parks & Recreation Department. Requests for vehicle access permits should be made on your application.

HEALTH PERMITS:

Vendors must have a completed health permit on file 10 days before the event. Additional fees may apply. The Gillespie County Health Division can be reached at (830) 990-2027 or visiting <http://fbgtx.org/146/Gillespie-County-Health-Division>

GREY WATER/GREASE DISPOSAL:

No grey/waste water, ice, clean water or grease shall be dumped, dispersed or spilled on any areas of Marktplatz. Grease needs to be removed and properly disposed of off-site.

EVENT CANCELLATION:

Should the event be canceled due to a decision made by the City of Fredericksburg (i.e. inclement weather) booth fees will be refunded. Vendors should check with the Gillespie County Health Division regarding refunds.

FOOD VENDOR INFORMATION FOR COUNTDOWN TO 2019 NEW YEAR'S EVE EVENT

Business Name: _____

Contact Name: _____

Mailing Address: _____

City: _____, State: _____, Zip: _____

Cell Phone: () _____ Other Phone: () _____

Email (**required**): _____

I am applying for (check all that apply):

Children's Event from 4-6pm; and/or Midnight Ball Drop from 10:30pm-12:30am

Requested Menu Items

(attach more sheets if necessary):

Price:

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Length of Trailer/Truck/Stand (feet) or Size of Booth: _____ (i.e. 15' long, or 10' x 10' booth)

Serving window (left/right/front/back) side: _____ (list all sides)

Electricity needs: _____ 220v _____ 110v _____ I do not need electricity

I need _____ (enter quantity) vehicle passes

**Return application and photos to: City of Fredericksburg, Attn: Special Events Coordinator,
126 W. Main Street, Fredericksburg, TX 78624 or email: specialevents@fbgtx.org**

Application Scoring; 1-5 point scale with 5 being highest (for office use only):

Overall menu selection	= _____
Booth attractiveness (including signage)	= _____
Diversity of menu items that relate to the theme or age category for the event	= _____
Pricing	= _____
Past event experience/health scores with the City	= _____
Total Score	= _____

For office use only:

_____ Date application received; _____ Application received by: _____

_____ Two (2) Photos attached: if not, return application to applicant

_____ Application Score; _____ Accepted/Not accepted

_____ Date applicant notified; _____ \$50 deposit on file; check # _____

_____ Forwarded to Health Division