



# The City of Fredericksburg Event Vendor Application



## PARKS & RECREATION - SPECIAL EVENTS

### TO APPLY FOR CONSIDERATION:

A completed event vendor application, \$50.00 booth deposit fee (if applicable), a copy of your Texas Sales & Use Tax Permit (if applicable), proof of non-profit status (if applicable), electricity payment (if applicable), and two-color photos of your booth must be submitted six (6) weeks prior to the event date. Applications received after the deadline or that do not meet the requirements are subject to refusal. Incomplete forms will not be accepted and fees will be returned to those not selected.

EVENT OPPORTUNITY:	DATE:	TIME:	LOCATION:
Countdown to 2019	Mon., Dec. 31, 2018	Children’s Event: 4pm-6pm Midnight Ball Drop: 10:30pm-12:30am	Marktplatz

### MERCHANDISE AND BOOTHS:

Acceptable merchandise includes handcrafted items, original art, novelty and commercial items, and/or high-quality gift items. Vendors must furnish their own equipment, including but not limited to: tables, chairs, canopies or tents. Space heaters and personal generators are not permitted. Staff reserves the right to have vendors discontinue the sale of any items. Vendors must provide a complete list of items to be sold on their application and are not allowed to sell food or beverage items that are intended for consumption at the event unless notated below. Definitions of each booth type are:

**Craft vendor** - A craft vendor is a vendor that sells handmade items and artwork that have a unique design. Examples of acceptable crafts items include handmade woodwork, art, jewelry, quilts, floral design, etc.

**Commercial vendor** - A commercial vendor is a vendor that sells or resales commercial items, services, or kits. Examples of commercial items include: Scentsy, Tupperware, LipSense, and Avon.

**Novelty vendor** - A novelty vendor is a vendor that sells children’s products or services such as face painting, balloon art, sand art, glow products, or children’s toys.

**Fredericksburg Civic/Service Organization:** A civic/service organization is a vendor that plans to participate in a special event as a method to market its organization and provide a free (no charge to participate) activity, game, or amusement for children (subject to approval). The vendor must be a non-profit organization and provide a copy of its status with this application. Exceptions for the non-profit status will be made if evidence is provided that the organization has an ample history of charitable work in the Fredericksburg area.

Non-profit vendors may give away items or sell items if used as a fundraiser for the organization. Paying food and event vendors will take priority in providing items for sale. A food vendor application is

required for any non-profit wishing to sell food or beverages. Please ask the Special Events Coordinator for more information.

**NOTIFICATION OF ACCEPTANCE:**

Approved applicants will be notified via email of all items approved for sale four (4) weeks before the event date via email. Please note that all communication will be sent to you electronically. Please provide an accurate email address for communication to be sent. Vendors must agree to sell only approved items. **Please note that this is only an application and completing an application does not guarantee acceptance.**

**PRICING:**

Refundable Booth Deposit **\$50.00 per booth**  
(required for all vendors unless noted)

\*Craft, Commercial, and Novelty Vendors: **\$25.00 per booth**

Fredericksburg Civic/Service Organization: **No booth fee; \$50.00 deposit required (deposit waived for organizations that provide an activity, game, or amusement)**

**DEPOSITS:**

All booth deposit fees will be immediately deposited upon receipt. Deposits are fully refundable pending the following: inspection of vendor’s booth location to ensure trash and debris are picked up and disposed of; no damage to city property; vendor remained open all event hours and utilized vehicle access passes. Deposits refunds will be issued by City-check and mailed via United States Postal Service. Under normal circumstances refund checks should arrive 30-days after the conclusion of the event.

**BOOTH SPACE/LOCATION:**

Standard booth space of 10’ x 10’ will be provided and vendors must occupy the space provided during the event (i.e. no “mobile or roaming” vendors). 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 request to add electricity but must bring their own extension cords (50’ minimum).

**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 future City-sponsored events. If a vendor does not show up on the day of the event, the booth deposit and electricity fee (if applicable) will be retained and no refunds given.

**EVENT SET-UP:**

Detailed instructions regarding vendor set-up will be emailed out at least one week prior to the event. Vendor agrees to be on-time during set-up and agrees that they will be refused entrance into the event if they arrive after the specified set-up time. Please notify the Special Events Coordinator immediately if for some reason you are unable to participate in the event.

**VENDOR PARKING:**

Vendors will be asked to unload and park their vehicles off-site to allow visitors and attendees to park closest to the event. Upon conclusion of the event, vehicles will be allowed back into the event area for loading at the discretion of the City. Vehicles must display a vehicle access permit (see Motorized Vehicles at Marktplatz below) to drive into Market Square.

**\$ CHANGE \$:**

Vendors are responsible for their own finances. Unfortunately change will not be made on-site.

**MARKETING/PROMOTION:**

Vendors agree that all marketing and promotional material will be distributed ONLY from assigned booth location. No member of your booth is to distribute information verbal or printed more than five (5) feet from assigned booth space.

**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.

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.

**EVENT CANCELLATION:**

Should the event be canceled due to a decision made by the City of Fredericksburg (i.e. inclement weather) fees will be refunded.

**RAFFLES:**

The sale of raffle tickets is prohibited at City of Fredericksburg Special Events. While we understand

raffles are a popular money-making tool for many organizations, it is not feasible for event management to guarantee all raffles are in compliance with the Charitable Raffle Enabling Act, Chapter 2002 of the Texas Occupations Code. If a raffle does not meet the specific requirements set forth in the Occupations Code, it is illegal and participation, as a buyer or seller, creates the risk of criminal liability under the gambling provisions of Chapter 42 of the Texas Penal Code. Fredericksburg Civic/Service Organization vendors may raffle an item that attendees enter for at no cost to themselves (i.e. door prizes or a raffle of a jar of candy may be accepted as long as there is no fee or purchase required to participate).

**DISCLAIMER:**

The City of Fredericksburg makes no representation as to the number of potential event attendees and assumes no liability for any financial loss due to Vendor's operation at the event.

**EXCLUSIVITY:**

Exclusivity is not guaranteed; however, every effort will be made to prevent an overabundance of similar products or services from being sold or given away.

**INDEMNITY:**

VENDOR HEREBY AGREES TO RELEASE, INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY, INCLUDING ITS OFFICERS, SERVANTS, AGENTS, OR EMPLOYEES, FROM ANY AND ALL LIABILITY, CLAIMS, DEMANDS, ACTIONS, AND CAUSES OF ACTIONS WHATSOEVER ARISING OUT OF OR RELATED TO ANY LOSS, DAMAGE OR INJURY, INCLUDING DEATH, THAT MAY BE SUSTAINED BY ANY PERSON OR PARTY RELATED TO THE OPERATION OF THE EVENT, EXCEPT FOR THE LOSSES, DAMAGES, OR INJURIES CAUSED BY THE SOLE NEGLIGENCE OF THE CITY.

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# CITY OF FREDERICKSBURG EVENT VENDOR APPLICATION

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_, Zip: \_\_\_\_\_

Cell Phone: (     ) \_\_\_\_\_ Other Phone: (     ) \_\_\_\_\_

Email (**required**): \_\_\_\_\_

Name as appears on TDL: \_\_\_\_\_ TDL# \_\_\_\_\_

## **I AM APPLYING FOR:**

### **Countdown to 2019 (check all that apply):**

- Children's Event: 4pm-6pm**
- Midnight Ball Drop: 10:30p-12:30a**
- Craft vendor  
(\$50 deposit & \$25 booth fee)
- Commercial vendor  
(\$50 deposit & \$25 booth fee)
- I need electricity
- Novelty Vendor  
(\$50 deposit & \$25 booth fee)
- Civic/Service Organization  
(\$50 deposit & no booth fee; no deposit if providing a free activity, game or amusement)

### **Merchandise Description**

**(attach more sheets if necessary):**

**Price:**

Merchandise Description (attach more sheets if necessary):	Price:

**I need \_\_\_\_\_ (enter quantity) Marktplatz vehicle access passes**

**(Continued on next page)**

By my signature below, I agree to abide by all rules, regulations and pricing and I acknowledge acceptance of this vendor agreement disclaimer and indemnity.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return completed application, required documents, and two (2) color photographs to:**

**City of Fredericksburg  
Attn: Jennifer Krupa, Special Events Coordinator  
126 W. Main Street  
Fredericksburg, TX 78624**

**Or scan all documents and photos and email to: [specialevents@fbgtx.org](mailto:specialevents@fbgtx.org)**

***For office use only:***

Date application received \_\_\_\_\_; By: \_\_\_\_\_

Deposit \$50 & Elec. \$10; Date: \_\_\_\_\_; CK# \_\_\_\_\_

\_\_\_\_\_ Proof of 501©3 / \_\_\_\_\_ Two (2) Photos / Accepted / Not Accepted (circle)

Date applicant notified: \_\_\_\_\_ /

Marktplatz Vehicle Access Pass(es) Qty: \_\_\_\_\_ / Mailed: \_\_\_\_\_