



Special Event Vendor Application City of Bay City Tourism Department

APPLICATION PROCESS

You must submit, with payment in full, your application stating current and accurate information.

Submission does not imply vendor approval.

Applications will not be accepted if not filled out in completion **with full payment**. Applications can be sent by mail, with payment to Bay City Tourism Department, ATTN: Heidi Martinez or brought in person to 1901 5th Street, Bay City, TX 77414. *Applications will not be accepted by mail unless payment is enclosed.*

METHOD OF SELECTION

Vendors are selected on a first come basis as far as variety. We try to give each vendor the chance to be successful at the event by limiting the number of similar products being sold. Please make sure you list in detail the products being sold so that we may not duplicate any items at our event.

REQUIREMENTS

Each food vendor must have their Food Handlers Course Certificate. Bay City Tourism Department will check for the certificate before you are positioned in your booth location. If the certificate is not present at that time, the vendor will not be allowed admittance and a refund will not be given.

The Food Handlers Course can be taken on-line at <http://texas.foodhandlerclasses.com> and the cost is \$9 to take the course. After you have completed the class you can print out your certificate.

BOOTH SIZE AND VENDORS PER EVENT

Standard Booth space is 10'x20'.

REFUNDS

Booth locations will be designated by the event staff and are non-transferable. A map will be provided with your location.

EQUIPMENT/ELECTRICITY

Vendors are responsible for providing all operational equipment, including but not limited to: tables, chairs, canopies, ice and tents. Vendors must bring their own power supply and extension cords. Vendors must bring their own water container for filling as necessary, as running water may not be provided.

All vendors must have a working fire extinguisher on site always.

VENDOR BEHAVIOR

Vendors agree to behave in a professional manner or they may be dismissed from the festival grounds without a refund. Any vendor appearing to be impaired during the festival, set up or take down will be dismissed from festival without a refund. Excessive complaints (two or more) from event participants, staff or patrons may result in dismissal from the festival grounds without a refund. Poor behavior of your organization may ban you from participating in future City sponsored events.

EVENT HOURS & FEES

Vendor agrees to operate booth space throughout all hours of the event and agrees to remain in booth until official closing time. **If vendor arrives past the specified set up time for the event, vendor may not be allowed admittance and a refund will not be given.**

Day of the Dead Saturday, November 2nd 12 – 10 p.m.
Le Tulle Park
1135 S. Hwy 35, Bay City

All vendors **MUST BE** set up at least one hour before event begins. All vehicles must be removed from food alley as soon as you arrive and unload.

DECORATIONS

All decorations must be tasteful and reflect the theme of each individual event. All decorations must be flame retardant and meet fire code regulations. Decorations must be within boundaries of allotted booth space. The ground, pavement, walls, poles, etc., surrounding booth space must not be damaged or defaced in any way. If vendor damages any event property, in any way (nails, staples, paint, etc.) vendor agrees to pay damages therein.

MUSIC

If an event is a live performance, vendors will not be allowed to play music from their booths. All music must be kept at level that does not disturb other vendors, games or activities at the event.

MENU ITEMS

Visit Bay City - Matagorda County reserves the right to select the types or deny the type of food or merchandise to be sold to minimize duplication. Priority will be given to those who apply first. Vendors agree to sell only the approved menu items. On the application provided please fill in your menu items that you are wishing to sell, including any alternative items, this being because of our method of selection is based on variety.

Most of our events are family orientated. Please keep this in mind when pricing food options.

Alcoholic Beverages will be sold solely at the beer garden. No outside alcoholic beverages are allowed into the event.

PROPANE/GRILLING

Propane and grilling are both allowed for cooking. All state and city fire regulations must be followed.

**The use of a drip pan or plywood place under grill and fryers is strictly enforced.* Grease stains will result in a \$100.00 cleaning fee.

PARKING

Vendors will be given 2 (two) parking permits per booth space. These passes are for food vendors only and not for event participants. Vendor parking will be in a designated area to have easy access in and out of the park and is limited. *At no time will any vehicle be allowed in the food alley.* This for the protection of our visitors. If more passes are needed they must have approval from the Tourism Department Concert Committee.

GENERAL SUPERVISION:

Vendor is a licensee and retains the sole right to control and/or direct the way the services described herein are to be performed and details of all work performed by the vendor, its employees and representatives. Subject to the foregoing, Bay City Tourism Department retains the right to inspect the progress of the work performed by the vendor. Bay City Tourism Department has the limited right to stop the work, to prescribe alterations and generally oversee the work only to insure its conformity with that specified herein. Bay City Tourism Department's general oversight is in no way intended to assume control or to direct the details of the vendor's work, which duties remain solely with the vendor.

DISCLAIMER:

This event will be held weather permitting to the best abilities of the Bay Tourism Department. Bay City Tourism Department makes no representation as to the number of

potential event attendees and assumes no liability or any financial loss due to vendor's operation of the event or any natural circumstances, including weather conditions.

INDEMNITY:

VENDOR SHALL PROTEST, DEFEND, INDEMNIFY AND HOLD THE CITY OF BAY CITY AND ALL THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS, THE EVENT SPONSORS AND THEIR AFFILIATES FREE AND HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, CAUSES AND THEIR OF ACTION, SUITS OR OTHER LITIGATION (INCLUDING ALL COSTS THEREOF AND ATTORNEY'S FEES) OF EVERY KIND AND CHARACTER ARISING AGAINST THE CITY OF BAY CITY AND ALL THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS, THE EVENT SPONSORS AND THEIR AFFILIATES, OR ANY THIRD PARTY (INCLUDING BUT NOT LIMITED TO, PERSONNEL FURNISHED BY VENDOR OR TIS VENDORS AND SUBCONTRACTORS OF ANY TIER) ON ACCOUNT OF BODILY INJURY (INCLUDING DEATH) OR DAMAGE TO OR LOSS OF PROPERTY IS CAUSED IN WHOLE OR PART BY THE NEGLIGENCE, GROSS NEGLIGENCE, WILLFUL ACTS OR CONDUCT AND/OR STRICT LIABILITY OF VENDOR, ITS VENDORS OR SUBCONTRACTORS OR ANY OF THEIR RESPECTIVE OFFICERS, DIRECTORS OR EMPLOYEES OR ANYONE OR MORE OF THEM IN CONNECTION WITH THE EVENT.

Vendor Signature

Date

Printed Vendor Name

Date

FOOD VENDOR APPLICATION:

Company Name **Contact Name**

Daytime Phone **Cell** **Email**

Mailing Address **City** **State** **Zip Code**

Alternate Contact **Cell**

Fees are due with application. Fees are non-transferable. Checks should be made to The City of Bay City Tourism Department.

	Event	Number of Vendors	Estimated Attendance	Cost
	Day of the Dead Fest		3,000	\$50

FOOD MERCHANDISE CONCESSIONAIRE DESCRIPTION

Please list all items you wish to be considered to be sold. Please keep in mind that the City of Bay City retains the right to approve or disapprove any food item however, if any item is not approved we will contact you to discuss the alternatives.

SIGNAGE

Should include the description of the product along with the price and should be legible and visible at the location where orders are taken. There is no guarantee that you will be the sole vendor or the sole vendor of any item. The Tourism Department reserves the right to select the types of food and or merchandise to be sold to minimize duplication. Bay City Tourism Department retains the right to deny the selling of any menu item. In such an instance, the vendor will be contacted to discuss alternatives. Priority will be given to those who apply first, but is not limited to. **NO ALCOHOLIC BEVERAGES OF ANY KIND CAN BE SOLD AT PARKS AND RECREATION SPONSORED EVENTS.**

Vendors must agree to sell only the items listed below.

ITEM	DESCRIPTION	PRICE

LIST EXPERIENCE WITH THE CITY OF BAY CITY (PAST 5 YEARS)

EVENT NAME	ITEMS SOLD	YEAR

LIST OTHER EVENT EXPERIENCE (PAST 5 YEARS)

EVENT NAME	ITEMS SOLD	CONTACT NAME	CONTACT NUMBER

I, _____ have read and fully understand the Special Event Vendor Application / Contract and by signing below I agree to follow and abide by the rules listed throughout this application / contract. If fail to comply with the rules and regulations of this application / contract I forfeit my booth and all fees paid. In addition, I understand that by failing to comply with these rules and regulations of this contract any future city event I wish to participate in may be compromised.

Signature of Vendor

Date

Printed Name

Booth / Company

- 1) **Payment is to be made in full before reservation can be made**
- 2) All fees are non-refundable
- 3) Partial payments are not accepted
- 4) Please make checks payable to The City of Bay City Tourism Department

Office Use Only / Payment Info:

Employee: _____

	Event	Cost
Price per Individual Event	Day of the Dead	\$50

Space # _____

Parking Permits _____

TOTAL: Fees\$ _____

Date _____

Cash / Check # _____ / Credit

Site Cleaned

Employee: _____