



2018 Home for the Holidays Vendor Application

Event Date: December 1st, 2018

Set up time: 8:00am Event time: 10am-6pm

Address of event: 118 S Magnolia St Alvin, TX 77511

In order to become a vendor at the Christmas festival you must complete the following vendor application and submit it to the Recreation office along with one time vendor fee, health permit (if required), & Signed Vendor Rules Contract. **All food vendors must submit health permit application.** All Mobile trucks/Food Cooked on Site will be required to pay a \$50 Health Permit Fee.

Please mail or drop off forms and fees to the Recreation office located at 1100 W Highway 6 Alvin, TX 77511. We are open Monday – Thursday 7:00am-6:00pm. Once your application has been approved you will be notified. Please call us at 281-388-4299 for any additional questions.

Name of Company/ Vendor _____

Contact Name: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____ Website: _____

Address: _____

City _____ State: _____ ZipCode: _____

Please check your category of vendor

Value-Added Vendor

(A vendor who produces products that are derived from agricultural products cheese, salsa, jams, pickles etc...)

Craftsman/ Artisans

(Handmade or Homemade Products)

Mobile Food Truck

Other _____

Please list **all** products you will be selling at the Festival:

If you decided to sell additional product you must notify the recreation office by 11/29/18.

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Please list an Emergency Contact:

Name of Emergency Contact Phone Number

Please list three people whom may act as your representative:

1. _____
2. _____
3. _____

Date Application Submitted: _____

Signature of Person Submitting Application _____

Printed Name of Signee: _____

Please submit Application to:

City of Alvin Parks & Recreation Department @
1100 W Highway 6 Alvin, TX 77511

Please submit Health Permit Application to City of Alvin Code Compliance @
1100 W Highway 6 Alvin, TX 77511

Questions?

Phone Number# 281-388-4299

Email: rvaladez@cityofalvin.com mnesrsta@cityofalvin.com

Vendor Space Options (Check One):

___ **10'x10' Space** – you provide tent, table, chairs etc. \$40

___ **10'x20' Space** – you provide tent, table, chairs etc. \$65

We have a limited amount of space available with electricity and it will be filled on a first come basis.

Electricity _____ yes _____ no additional \$40

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1. We do not offer exclusivity for any products or services, nor can we guarantee that any vendor will not be placed next to a competitor. However, the organizer will try to accommodate each vendor.
2. No more than one **food vendor** per item will be allowed. Food vendors will be accepted on a first come, first serve basis.
3. Since our event is a Christmas Festival we ask that Christmas food, ornaments, décor, etc. be included as items for sell by each vendor.
4. **You are responsible for bringing your own tables and chairs for your booth.**
5. **We ask that ALL vendors be set up by 9:45am & stay until 6pm.**
6. Your non-refundable payment in full is required to reserve your space(s).
7. **Check or Money Order made payable to CITY OF ALVIN/ACVB can be mailed to:**
 - **City of Alvin, Attn: Michelle Nesrsta 1100 W. Highway 6 Alvin, TX 77511**
 - **OR, you can call us at 281-388-4299 to pay with credit card. (\$3.75 e-commerce fee applies)**

Please see attached vendor rules Contract for additional guidelines.

2018 Home for the Holidays Vendor Rules and Regulations Contract

1100 W highway 6 Alvin TX, 77511 281-388-4299 www.alvin-tx.gov

1. Vendor spots are 10 x 10 ft. If additional space is needed, vendor will have to purchase an additional 10 x 10 ft. space. Vendors must be set-up by 9:45 a.m. and broken down at 6:00 p.m. No early break-down is allowed.
2. All vendors must pay when the application is submitted. Applications submitted with no payment will be rejected. If you are selling food items a copy of your food permit must be submitted with this application.
3. We do not offer exclusivity for any products or services nor do we guarantee you will not be placed near a competitor. We will work with each vendor as best we can.
4. All vendors will need to supply tables, awnings, chairs etc. Electricity is available at an additional cost. You are not allowed to sub-let or share your space without the permission of APARD.
5. We are not liable or responsible for the safety of the vendors or its property, employees, visitors, or customers from theft, disappearance, pilferage, injury, or damage. The responsibility lies solely with the vendor.
6. Refunds: In the event of extreme cases and should the event have to be canceled it is at the discretion of APARD for the amount to be credited back to vendors.
7. Cancellation: In the event of cancellation a credit will be given, no credit will be given if the cancellation is a week or closer to the event.
8. We do not guarantee the success of any vendor we provide an environment in which to be successful.
9. The application is considered complete when all forms are completed and payment has been made. No modifications can be made to the contract without the acknowledgement of APARD. Modifications without acknowledgement will not be valid.
10. I do hereby indemnify and save harmless the City of Alvin and its agents and employees from any and all suits, causes of action or claims of any character, type, or description whatsoever arising from injuries or damages sustained by me from use of equipment, fixtures, facilities or physical plant and property of the City of Alvin, Texas. I further indemnify and save harmless the City of Alvin and its agents and employees from any and all suits causes of action or claims of any character, type or description whatsoever arising from injuries or damages sustained by any person or property, arising out of or occasioned by the negligent acts of the City of Alvin or its agents or employees.
11. General Park Rules must be followed while in the park

Please sign to acknowledge Event Days Rules & Regulations

X _____ Date _____

PARK RULES

- Parks hours are 6:30 a.m. to 10:30 p.m.
- Glass bottles and containers are prohibited.
- Overnight camping in city parks is prohibited without approval from the Parks Director.
- No livestock in the park, except as specially permitted.
- All animals must be on a leash no longer than 6 ft. and under the direct control of its owner.
- Pet owners must properly dispose of their pet's waste.
- Picnic areas are on a first come, first serve basis unless the area has been reserved in the Parks office.
- Renters of Parks are responsible for any damages that they, their vendors or event attendees may cause.
- The selling of food, drink or other commodities on park property is prohibited without proper permits.
- Consuming, possessing, or selling alcoholic beverages of any kind is prohibited.
- Carrying or discharging any firearms, fireworks or weapons of any kind is prohibited.
- To damage, disturb, deface, vandalize or remove any tree, plant, shrub, rock, or structure/apparatus of any kind is prohibited.
- All garbage must be deposited in the proper trash receptacles.
- Speaking in an abusive, threatening, insulting or indecent manner to others is prohibited.
- Parking is only allowed in the designated parking areas.
- No overnight parking between the hours of 10:30 p.m. and 6:30 a.m.
- No motor vehicles are allowed on walking trails or property, except as specially permitted.
- No loud music.
- Open camp fires are prohibited in any of the city parks without approval from the Parks Director.
- Dumping of hot coals after barbequing is prohibited.
- Appropriate attire required.
- Police have the authority to stop any event or gathering that they deem to be out of control.
- Skateboarding, BMX freestyle biking, Rollerblading and Roller Skating are strictly prohibited from using any park structures to perform tricks or jumps, except in the designated Alvin Skate Park located in National Oak Park.
- Skateboarding, BMX freestyle biking, Rollerblading and Roller Skating are permitted to use the hike and bike trail systems for access to the Skate Park.

These rules and regulations are adopted pursuant to authority granted by Sec 16 ½-22, Code of Ordinances, City of Alvin. Any person who violates these regulations will be subject to penalties prescribed by law. For reservations, call Parks and Recreation at 281-388-4299.