

Fireworks in the Park- July 3, 2018

Merchandise Vendor Booth

Application and Agreement

The City of Quinlan invites Merchandise Vendors to participate in our annual Fireworks in the Park Event. All applications are reviewed and selected based on merchandise type, space requirements, and electrical needs to ensure a balance and variety of merchandise.

Contact Information:

Business or Organization Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____

Phone: _____ Fax: _____

Contact Number during event: _____

E-mail Address: _____

Merchandise Information:

- Submit a *complete* list of items (including pricing) to be sold.
- Please choose unique items that have less potential for duplication and list items in order of preference.
- In an effort to encourage a diverse selection of merchandise items, the city reserves the right to request merchandise changes.
- While we encourage diverse offerings, the city reserves the right to duplicate items as needed to meet crowd demands.

Electrical Needs:

We have a limited supply of electrical hook-ups so we must understand your exact electrical requirements to determine if we can service your operation and your placement. Please supply the information requested below so we can make this determination. In order to prevent electrical overloads, you WILL NOT be allowed any more hook-ups on event day than those requested below. Please note that your appliance must need 110v or less and you must bring a minimum 12 gauge extension cord. No personal generators will be allowed unless prior approval is obtained from the Event Coordinator.

Equipment to be used	110v or less?	Total Amperage
_____	_____	_____
_____	_____	_____
_____	_____	_____



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Merchandise Vendor Booth Guidelines

- All vendors agree to man their booths from **5 pm to end of event** on Tuesday, July 3rd. No early break down will be permitted without the consent of the Event Coordinator, Lisa Sechrest. (Vendor set-up begins at 4:00 p.m. and music begins at 6:00 p.m. Fireworks begin at 9:15 p.m.)
- All organizations agree to be setup and ready by 5:00 pm. Absolutely all vehicles must be out of vendor area by 5:30 p.m. Vendors are to utilize parking at A.E. Butler. Emergency Vehicles will park in the bus lane during the event.
- This is an outdoor event. It is the vendor's responsibility to prepare for weather contingencies.
- Booth spaces are 10'x12'. All vendors are required to host their activity within that space. If additional space is needed you must submit a written request with your application.
- You are responsible for all your setup needs to include, a tent, table, and chairs. Each vendor may have solicitation materials placed on their tables however, materials must be related to the business and remain within the confines of the 10'x12' space provided. No roaming solicitation or distribution will be allowed except those specifically approved by the Event Coordinator.
- Vendor map and other notices will be communicated closer to event date.

I have read and understand the Merchandise Vendor Booth Guidelines and agree to comply with the terms and conditions set forth by the City of Quinlan. I agree to indemnify and hold harmless the City of Quinlan, city employees, all sponsors, and volunteers against any claim or action or for any cause. I agree that I will be responsible for my own insurance under this hold harmless clause. I further understand that this application does not guarantee participation in the event until confirmed from a City of Quinlan Event Coordinator.

Signed-Merchandise Vendor Representative

Date

Checklist of items that need to be enclosed with your application:

_____A complete list of items (including prices) to be sold

Merchandise for Sale or Promotion: (attach additional sheets as necessary to complete listing)

Mail or return to: Lisa Sechrest, City of Quinlan, P.O. Box 2740 Quinlan, TX 75474 later than May 31, 2019. Please make a copy of this agreement for your records.

For further information contact Lisa Sechrest: lsechrest@cityofquinlan.net or at (903) 356 - 3306.

Thank you in advance for your assistance & support! We look forward to seeing you all at the event & wishing you all a great night of fun & success!!!!