



Dear Food Vendor,

The City of Mesquite is pleased to announce this year's PumpkinFest event set for **Saturday, October 19th from Noon to 6:00 p.m. at its new location, Valley Creek Park.** We would like to invite you to participate as a Food Vendor in this event.

This event attracts over 3,500 people each year and this year we are expecting an even bigger crowd. The event will feature kid's activities, live jousting, Birds of Prey, music, puppet shows, games, contests, vendors and more.

To guarantee booth space, applications must be submitted by **5:00 p.m., Friday, October 4, 2019.** Incomplete paperwork will not be accepted. Booth space is limited and sells out quickly.

If you have any questions, please feel free to contact me at 972-216-6499 or [ylane@cityofmesquite.com](mailto:ylane@cityofmesquite.com). Thank you and we look forward to having you at PumpkinFest 2019!

Sincerely,

*Yvonne Lane*

Yvonne Lane  
Special Events & Sponsorship Coordinator  
City of Mesquite  
1515 North Galloway Avenue  
P.O. Box 850137  
Mesquite, TX 75185-0137  
972.216.6499 (O) | 972.216.8102 (F)





## Paperwork Checklist

This is only a checklist; please make sure to read all documents thoroughly to ensure all paperwork and required forms are completed and submitted.

### **Required Forms:**

#### **Return to the Parks & Recreation Department**

- Food Vendor Registration Form & Menu Item Description **(Form A1 & A2)**
- Food Vendor Rules & Agreement **(Form B1 & B2)**
- Food Vendor Booth Measurements & Diagram **(Form C1)**
- Food Vendor Electrical Requirements **(Form C2)**
- Criminal Background Agreement **(Form D1)**
- Booth Fee – (This fee does not include health permit fee.)

#### **Return Directly to Health Department**

- Completed Temporary Food Permit
- Certificate of General Liability Insurance
- Texas Sales Tax Permit
- Copies of food handlers cards for each employee working
- Copy of Food Managers Certificate



## Food Vendor Registration Form

\_\_\_\_\_  
Vendor name to appear on printed materials

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

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

### Booth Fees:

*(Booth fees for the event includes; space and one vendor parking pass. Tables, chairs, tents and other accessories are the responsibility of the vendor.) Due to limited park electrical outlets, electrical outlets are not provided but can be rented for an additional fee.*

\_\_\_\_ 10 x 20 Booth Space: \$150  
(no electricity needed)

\_\_\_\_ 10 x 40 Booth Space: \$200  
(no electricity needed)

\_\_\_\_ Need Electrical Outlets \_\_\_\_ X \$20 each = \_\_\_\_

### PAYMENT METHOD:

\_\_\_\_ MasterCard    \_\_\_\_ Visa    \_\_\_\_ Check or Money Order    \_\_\_\_ Cash  
*Checks should be made payable to the City of Mesquite.*

\_\_\_\_\_  
Card number

\_\_\_\_\_  
CVV #

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Expiration date

\_\_\_\_\_  
Card holder name - please print

\_\_\_\_\_  
Signature





## **Event Rules and Regulations**

### **EVENT HOURS**

- **Saturday, October 19, 2019, Noon – 6:00 p.m.**
- Vendors are required to staff their booths for the entire duration of the event.

### **APPLICATIONS**

- The deadline for applications and entry fees is **5 p.m., Friday, October 4, 2019.**
- Incomplete applications will not be accepted. Payment is due at the time of application.
- PumpkinFest is a rain or shine event. No refunds will be given for inclement weather.
- Vendors will not be permitted to load out early unless the festival is cancelled due to extreme weather conditions.
- In the case that an event is cancelled prior to the event by the Event Management booth fee will be refunded within 15 working days.

### **FOOD VENDOR RULES**

- Per the City's contract with Coca-Cola, Food Vendors will only be allowed to sell Coca-Cola beverages. Exceptions to this: Fresh brewed unbranded coffee & tea, milk, unbranded juice, and fresh squeezed fruit beverages.
- Food Vendors must secure all applicable permits, including a City of Mesquite Health Department special event food service permit, **PRIOR** to the event. The Mesquite Health Department can be reached at **972-216-8138.**
- **Fire Administration MUST inspect all food trucks prior to the event. Food Vendors are responsible to schedule an appointment by contacting the Mesquite Fire Administration at 972-216-6267.**
- Food Vendors must submit proof prior to the event that applicable permits and inspections have been completed by October 11, 2019.

### **SETUP & DISPLAY**

We have established design and presentation parameters to create a professional, yet festive atmosphere for our Festival goers. Your adherence to these guidelines is vital to maintain a continued high quality environment at the 2019 Pumpkinfest event. The Event Management reserve the right to determine the appropriateness of a display or exhibit. The following rules will be strictly enforced:

- Trucks & Trailers must provide their own power and water. Access to power **WILL NOT** be provided by the event unless specified in application.
- Event Management will assign vendor spaces and reserves the right to make location changes with no advance notice to the vendor. **Food Vendors may not change spaces or move their displays without the prior consent of the event staff.**
- Food vendors are required to display a sign or banner identifying their business. The most appropriate banner size is 8' x 30". Food vendors are required to post menus and prices on a sign, easily seen by the public, no smaller than 22" x 28" and should not be handwritten. Signs need to be professionally created or vendors may use a chalkboard display signs. No signs can be located on the asphalt sidewalk as this impedes access.
- Vendors must secure any signs and displays with weights, weighted blocks or buckets. No in-ground staking, such as those that can be driven into the ground with a hammer, is permitted. Displays must not encroach into the spaces of other vendors, nor will they be permitted to be larger than what appears on application.
- Tent canopies should be in good condition and of the same color.
- Displays in any booth may not exceed an eight foot (8') back height including signage.
- Table covers must be uniform and extend to the floor. Storage of supplies or boxes must be out of view.
- Decorating your booth with Halloween decorations is encouraged Decorations must be in good taste and not interfere with neighboring vendors. Event Management reserves the right to add decorations to your booth space.

**VENDOR INITIALS** \_\_\_\_\_

- Displays will be subject to City of Mesquite inspections.

**PARKING AND LOAD-IN/LOAD-OUT**

- **All participating vendors MUST strictly adhere to load-in/load-out schedules.**
- **Vendors/Food Vendors** may load-in at the following times:
  - Saturday, October 19, 2019 from 8 a.m. to 11 a.m.
- All vendors **MUST** complete set-up and be ready for business by **11 a.m. Saturday**. No vehicle load-in will take place after 11:00 a.m.
- Load out will be permitted at the conclusion of the event once Pumpkinfest Event Management deem the venue safe for vehicles. The anticipated time is 6:15 p.m.

**VENUE**

- Event staff reserves the right to stop or remove any vendor, or his or her representative, for performing any act or practice deemed to be offensive, obscene or objectionable from the festival.
- Event staff reserves the right to alter vendor displays or to require the vendor to alter their display due to safety concerns.

**FOOD VENDOR AGREEMENT:**

My entry implies my willingness to abide by all event rules if accepted. My booth will be open and manned during all event hours and I understand **I may not dismantle my set up or begin loading out until the conclusion of the event. Failure to abide by these policies will disqualify me from next year's event.**

I will take full responsibility for the safety of my employees, my work and myself. I will indemnify the City of Mesquite and will hold the City, its staff, volunteers, or event sponsors harmless for any personal liability claims and loss or damage of goods that may arise from participation in Pumpkinfest 2019.

I understand my booth/truck, display and vended items must be consistent with what was submitted for acceptance and if deemed inconsistent or obscene by festival management, I will be asked to leave the event and forfeit any fees paid.

The exclusive venue for any legal action under this agreement shall lie in the courts of Dallas County, Texas, and its terms or provisions, as well, the rights and duties of the parties hereunder, shall be governed by the laws of the State of Texas.

Printed Name: \_\_\_\_\_

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

**Return Forms & Payments**

**Via mail to:**

Mesquite Parks and Recreation Department P.O. Box 850137 Mesquite, TX 75185-0137

**Via email to:**

Yvonne Lane, [ylane@cityofmesquite.com](mailto:ylane@cityofmesquite.com)

**Via fax to:**

(972) 216-8102

**In Person to:**

Mesquite Parks and Recreation Administration Office, 1515 N. Galloway Ave. 75149

**Questions:**

Yvonne Lane, (972) 216-6499

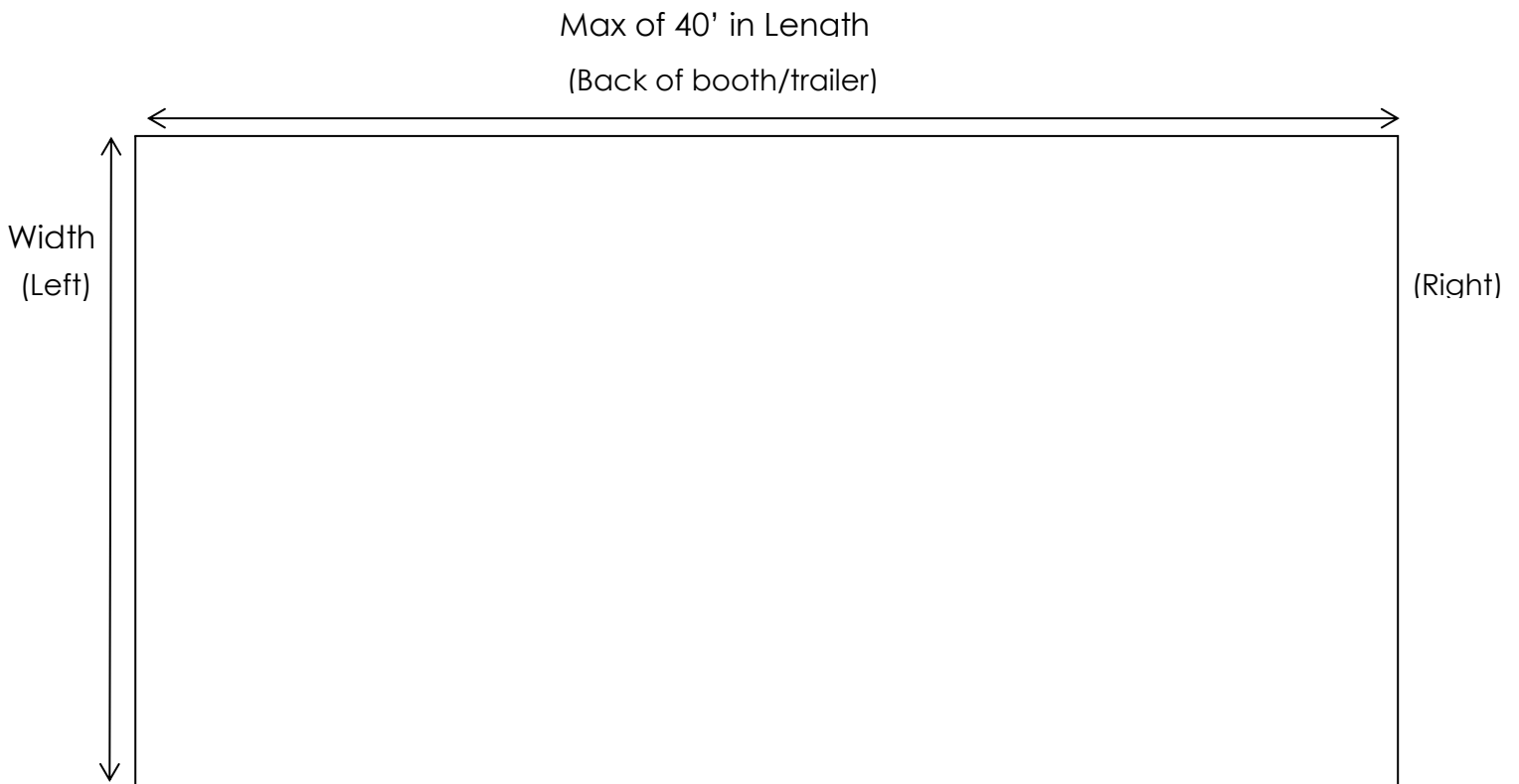
**City of Mesquite Health Permit:**

Barry Jenkins, (972) 216-8138



## Concession Booth Measurements and Diagram

Draw a diagram of your booth/trailer and how it will sit in the designated space. Include length (**including hitch**) & width, where your serving window is and locations of awnings (include dimensions). Booth spaces cannot exceed 40 feet in length and your trailer/booth (including hitch) must fit inside this area. If you require more space please inform us at the time of application so we can look at possible solutions.



Booth/ Trailer Length: \_\_\_\_\_ ft. **(INCLUDE HITCH)**

Booth/Trailer Width: \_\_\_\_\_ ft.

Awning: Location: \_\_\_\_\_ Width: \_\_\_\_\_ ft. Length: \_\_\_\_\_ ft.

Serving Window Location: \_\_\_\_\_



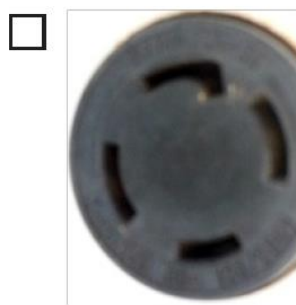
### Electrical Requirements

This form will let you know what power is available to you at our event and allows us to provide electricity to your booth faster. **This form is due no later than 5:00 p.m. Friday, October 4, 2019. Provided only if payment is received by October 4, 2019**

**Please check which type of outlet you will need as well as the quantity.**



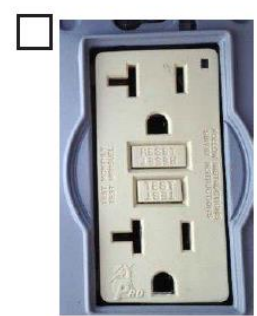
100 Amps,  
Cam or  
Cannon plug



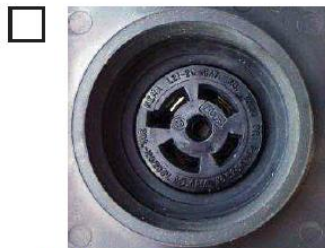
240 Volt, 50 Amps  
Twist Lock – 4 Wire



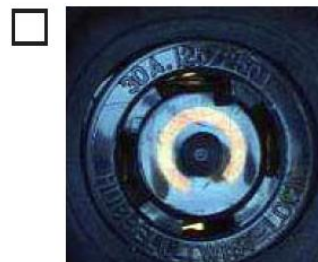
120/240 Volt, 50 Amps,  
Twist Lock – 3 Wire



120 Volt, 20 Amps,  
GFI



120/208 Volt, 20 Amps



125/250 Volt, 30 Amps



110 Volt, 30 Amps

Vendor Name: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Vendor Phone: \_\_\_\_\_

Vendor Email: \_\_\_\_\_

Booth Size & Type: \_\_\_\_\_



## **Criminal Background Investigation Policy and Disqualifiers For City Sponsored Special Events**

The City of Mesquite, Texas, herein after referred to as the "City" has a desire to protect the safety and welfare of its citizens, including its youth and children, during their participation in and attendance at all festivals and special events that occur on or in City owned or leased property. Recognizing the nation-wide incidence of crimes against children, the City believes that taking pro-active steps to protect youth and children participating in and attending such events is in the best interest of the public.

Consequently, as a condition of accepting this vendor agreement for City sponsored special events, Vendor agrees to certify that any and all of its employees, independent contractors and agents who will be in attendance at City sponsored special events will have successfully completed a criminal background check.

### **Grounds for Disqualification**

An individual convicted of any of the following criminal offenses provided herein shall be disqualified from participation as a vendor and employee/independent contractor for such vendor at any City sponsored special event.

Sexual assault/abuse	Kidnapping
Assault	Crimes against children, elderly or disabled
Indecent exposure	Murder
Homicide	Distribution of any controlled substance

Vendor agrees to indemnify the City of Mesquite for any liability or harm resulting from Vendor's failure to conduct or obtain a satisfactory criminal background check or its failure to review or respond to the results of a criminal background check conducted on its employees, independent contractors and agents assigned to perform services at a City of Mesquite sponsored event.

I have read the above criminal background check policy for the City of Mesquite and understand and agree to its terms.

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date