

**City of Pearsall**  
**Downtown Texas Christmas**  
**VENDOR APPLICATION FORM**

**DEADLINE FOR APPLICATION AND REQUIRED DOCUMENTS IS DECEMBER 8<sup>TH</sup>, 2017**

MAIL TO: Tourism Center 317 South Oak Street, Pearsall, Texas, 78061

RETURNED TO: Pearsall City Hall 215 South Ash Street

**December 16, 2017: \$25 each booth space; all vendors needing electricity must pay an additional \$25 for electricity hook up.**

NAME OF VENDOR/BOOTH \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY PHONE \_\_\_\_\_ NIGHT PHONE \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

The undersigned, as an authorized representative of or on the exhibitors listed on this application, hereby acknowledges that the attached rules have been read entirely and agrees to abide by the rules and agrees to comply with all directions given by the City of Pearsall. The City of Pearsall reserves the right to make any necessary changes as needed. All judgments are final.

I DO HEREBY CONVENT AND AGREE WITH THE City of Pearsall that I will defend, indemnify and hold harmless the City of Pearsall from any and all claims, suits, or liability resulting from my decision to circumvent the City's rules, regulations, and requirements as per the City's Ordinance. Furthermore, I will never institute and suit or actions at law or otherwise against the City of Pearsall its agents or employees, nor institute, prosecute or in any way aid the institution or prosecution of any claims, demand, action or cause of action for damages, costs, loss of service, expense or compensation for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of or occasioned by my acts or omission, negligence or otherwise, or by the acts of my agents or employees, in the execution or performance of this agreement.

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**BOOTH INFORMATION:**

Please check which booth you are applying for:

CRAFT BOOTH \_\_\_\_\_ FOOD BOOTH \_\_\_\_\_

If food booth will you be selling food that is:

Pre-Prepared \_\_\_\_\_ Cooked Onsite \_\_\_\_\_ Pre-Packaged \_\_\_\_\_

Do you vend from a: Truck \_\_\_\_\_ Trailer \_\_\_\_\_ Booth \_\_\_\_\_

Requested # of 10' x 10' Spaces: \_\_\_\_\_ Requires Electricity \_\_\_\_\_ Yes \_\_\_\_\_ No

**LIST THE FOOD ITEMS OR PRODUCT(S) YOU PLAN TO SELL:**

\_\_\_\_\_  
\_\_\_\_\_

**SPACE # \_\_\_\_\_ (FOR OFFICE USE ONLY)**

**Note:** A photo of your Truck, Trailer, or Booth showing the setup must be included with your application. If you do not have a photo, please submit a drawing of the setup. Personal vehicles are not permitted in booth area during event hours. Vendors must park all vehicles, including tow vehicles, in available parking areas.

**GENERAL RULES AND REGULATIONS**

**1. If selected, vendor will be responsible for completing, signing, and returning items listed in A through G below to the Cleo Garcia, Director of Tourism and Business Development on or before Friday, December 8, 2017.**

- A. Completed vendor application.**
- B. Proof of liability insurance policy in the amounts stated in Vendor Ordinance.**
- C. Payment in full for Booth Fee and electrical outlet usage.**
- D. Copy of Sales Tax Permit**
- E. Photo or drawing of booth setup and items (can be emailed)**
- F. Copy of Food Service Permit (for food vendors)**
- G. Money Order or Check Payable to: The City of Pearsall**

**VENDOR AGREEMENT**

- **Booth space is 10 feet by 10 feet. Your entire set up must fit within the designated space. Trailer hitch size must be included in determining number of booth spaces needed. No overflow into another vendor's space is allowed.**
- **Booth set-up can start at 12:00 p.m. on Saturday, December 16. Booths must be set up no later than 1:30 p.m. that afternoon. .**
- **All vehicles must be moved and parked outside of the sales area no later than 1:30 p.m. on Saturday, December 16. Alleys will not be obstructed by vehicles or booths. Vehicles will not be allowed in the vendor area after designated set-up time. Parking area outside the vendor area will be available. Any vehicle found inside sales perimeter will be subject to towing.**
- **Vendor must provide their own canopies. Tables and chairs will not be provided or available. No stakes can be used in the set-up of booth.**
- **Vendor is responsible for providing a covered (kitchen size) trash receptacle and disposing of all trash in City furnished dumpsters. Vendor is responsible for all clean-up around booth.**
- **No generators allowed.**
- **Vendor is responsible for the pleasant and safe presentation of their wares. Any and all hazards – such as extension cords, etc.. – need to be secured to insure safety for all.**
- **The City of Pearsall reserves the right to deny entry of inappropriate booth or booth items and has sole authority for approval of booths or booth items. Officials reserve the right to remove any item judged unapproved or unacceptable. Officials also reserve the right to limit the number of spaces of the same product.**

- Once application has been approved and processed, the vendor is considered a participant and the vendor fee will not be refunded.
- Vendor must comply with State Comptroller's requirements and is responsible for collection of Texas Sales Tax as well as any and all posting requirements.
- Vendors must sell out of their assigned spaced only. No soliciting activity outside the booth space will be allowed.
- Possession and sale of firearms by vendors and participants are strictly prohibited.
- No vendor shall sell any illegal item or items that infringe on registered trademarks.
- No vendor shall sublet or share their space. All rentals must be handled through the City of Pearsall.
- No alcohol is permitted.
- No political booths for the purpose of soliciting votes or campaigning will be allowed.
- Hands will be covered and hair net(s) will be used when serving and preparing food, with the exception when working with homemade tortillas.
- NO OPEN FIRES are permitted.
- NO GREASE DISPOSAL will be allowed on Park grounds.
- There will not be water hook – ups available for booths.
- Food vendor will be responsible to furnish their booth with a fire extinguisher.

**ALL INQUIRIES, QUESTIONS OR COMMENTS SHOULD BE DIRECTED TO:  
 THE CITY OF PEARSALL HOLIDAY COMMITTEE  
 215 SOUTH ASH STREET, PEARSALL, TEXAS 78061.  
 830-505-7223 or 830-334-3676**

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Money Order \_\_\_\_\_ Check \_\_\_\_\_ Check# \_\_\_\_\_

\_\_\_ Food Service Permit \_\_\_ Booth Items Photos Receipt #: \_\_\_\_\_

\_\_\_ Sales Tax Permit \_\_\_ Rejected Application Date Informed: \_\_\_\_\_