



**CITY OF PEARSALL**  
**Cinco de Mayo 2019 Celebration**  
**VENDOR'S APPLICATION**

1. Applicant's Name \_\_\_\_\_  
Last First Middle

2. Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. Phone \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_

4. Business Name, if different than applicant, give full name and address  
\_\_\_\_\_  
\_\_\_\_\_

**VENDOR AGREEMENT:**

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. *Vendors are encouraged to provide their own liability insurance in the amount of one million dollars with the City of Pearsall listed as an additional Insured. Vendors must sign the liability Waiver below:*

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. **The undersigned agrees to assume all financial responsibility, including but not limited to damages to property or injuries to persons, arising out of vendor's participation in the City Cinco de Mayo Celebration on Saturday, May 4, 2018 and Sunday, May 5, 2018.**

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

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

**BOOTH INFORMATION:**

**BOOTH PERMIT FEE PER SPACE IS \$25 (waived for nonprofit)**

Please check which booth you are applying for:

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

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

Specify 110 or 220 on application \_\_\_\_\_

**ELECTRICAL USAGE FEE IS \$25 (waived for nonprofit)**

**Event Location:**

**Pearsall Convention & Civic Center  
433 CR 1056, Pearsall, TX 78061**

4. Please describe in detail the product or service to be offered for sale by the Applicant.

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5. Note: A photo of your Booth showing the setup maybe required with your application, depending on the items being sold. 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 in available parking areas.

6. GENERAL INFORMATION, RULES, AND REGULATIONS

If selected, vendor will be responsible for completing, signing, and returning this application with payment to the **Tourism & Business Development Office** at: **317 S. Oak, Pearsall, Texas, 78061**, Attn: Cleo Garcia on or before April 30, 2019 – if more time is needed or if you have any questions please contact Cleo Garcia at [tourism@cityofpearsall.org](mailto:tourism@cityofpearsall.org) or call (830) 505-7223 or (210) 722-7944.

**MAKE CHECKS PAYABLE TO THE CITY OF PEARSALL**

- A. Completed food vendor application in original form, with original signatures, and if required, pictures/drawings/photo
- B. It shall be the sole responsibility of the vendor to correctly collect and report all sales tax information to the State Comptroller. The State of Texas may require a Sales & use Tax Permit for most vendors. For more information, visit the State Comptroller website.**

- C. Copy of Food Service Permit (for food vendors)

**VENDOR RULES:**

- Booth space provided is 10 feet by 10 feet. Your entire set up must fit within the designated space. No overflow into another vendor's space is allowed.
- Booth set-up is at 11:30am on Saturday, May 4, 2019. Booths must be set up no later than 1:30pm on May 4<sup>th</sup>. Booth must be manned during all times event is opened on both days.
- All vehicles must be moved and **parked outside** of the sales area no later than 1:30pm on both days. Vehicles will not be allowed in the vendor area after designated set-up time. **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 and must leave area free of debris at close of the day.**

- **City will provide electricity at additional cost of \$25**, if requested in advance with this application. Vendor must supply their own extension cords – at least 200’ recommended and must secure cords if they cross pedestrian traffic. **You are allowed to use your own generator if request is made with this application.**
- 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.
- **Commercial 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.
- 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 (must be contained). NO PROPANE TANKS/FLAMABLE GAS PERMITTED without prior approval with application submission.
- **NO GREASE DISPOSAL allowed.**
- NO PETS OR LIVE ANIMALS allowed except for service animals.
- CHILDREN UNDER 10 must be supervised by an adult at all times.
- Any and all raffles and/or fundraisers must be approved in advance
- **There will not be water hook - ups available for booths.**
- **Each Booth should have one (1) standard home size fire extinguisher.**
- **One (1) Roaster and One (1) Warmer will be allowed per booth unless arrangements are made in advance.**
- **NO ALCOHOLIC BEVERAGES** are allowed in the booths at any time.
- **BOOTHS WILL BE ASSIGNED FIRST COME, FIRST SERVED BASIS ONCE APPLICATION IS APPROVED.**
- **MAKE CHECKS PAYABLE TO THE CITY OF PEARSALL.**

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Date Received \_\_\_\_\_

**DEADLINE FOR APPLICATION IS April 30, 2019**

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Application Permit Fee \$25 received \_\_\_\_\_

Electrical Fee \$25 received \_\_\_\_\_

Application Approved \_\_\_\_\_ Date approved \_\_\_\_\_

BOOTH ASSIGNMENT # \_\_\_\_\_

Rejected Application \_\_\_\_\_ Date Informed \_\_\_\_\_

Person Issuing Permit Approval/Denial: \_\_\_\_\_

print full name