



PRESENTED BY
Grand Prairie
TEXAS
PARKS, ARTS & RECREATION

BUSINESS EXPO APPLICATION CHECK LIST

Exhibitor Name: _____

**APPLICATION DEADLINE IS FRIDAY, MARCH 20th, 2020 AT 5:00PM.
ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.**

- Application
- Payment
- Hold Harmless Agreement
- Photos of Promotional Material/Give-A-Ways

PLEASE INCLUDE THE CHECK LIST WITH YOUR APPLICATION!

RETURN APPLICATIONS AND PAPERWORK TO:
City of Grand Prairie Parks, Arts and Recreation – Main Street Fest
Andrew Snyder | 400 College Street, Grand Prairie, TX 75050
P: (972) 237-4464 | F: (972) 237-8267 | asnyder@gptx.org

QUESTIONS?
Andrew Snyder | P: (972) 237-4464 | asnyder@gptx.org

STAFF USE ONLY

Received: _____ Approved: _____ Not Approved: _____ Notified: _____

Payment: _____ Amount: _____ Receipt #: _____ Booth #: _____

Notes: _____



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B. EXPO GENERAL INFORMATION & TERMS OF PARTICIPATION

GENERAL INFORMATION:

- Date: Friday-Sunday, April 17th – 19th, 2020
- FREE Admission
- Event Location: 200 W. Main Street, Grand Prairie, Texas, 75050
- Expected Attendance: 40,000 (+)
- Event will be held rain or shine.
- Pets must be on leashes at all times.

BOOTH SPACE & FEE:

- \$500.00 for a 10 x 10 Booth Space.
- \$575.00 for 2 10 X 10 Booth Spaces.
- \$75 for electricity (*LIMITED – while availability lasts*).
- Tent, table and 2 chairs will be provided, unless noted otherwise.
- Vendors may be charged a \$100 inconvenience fee after the event for last minute issues or trash left behind, supplies provided during the event, etc.

PAYMENT:

- Must be included with application.
- Forms of payment accepted: Check (made the City of Grand Prairie) or Credit Card (MasterCard or Visa).
- Exhibitor will be charged an additional \$25 for returned payments.
- **Checks will not be cashed until exhibitor has been notified of acceptance.**

APPLICATION:

- Applications are listed online at www.mainstreetfest.com
- Deadline is Friday, March 20th by 5:00PM.
- Application must be filled out completely with all required items and payment submitted.
- Application submission is not guaranteed acceptance.
- Each exhibitor must provide representative photos of all types of merchandise for sale during the event. Photos will not be returned. (Digital photos will be accepted.)
- There will not be product or booth exclusivity. Selection and approval will be at the sole discretion of the City of Grand Prairie Parks, Arts and Recreation.
- Once Business Expo space is full, exhibitors will be placed on a waiting list.
- The City of Grand Prairie Parks, Arts and Recreation have the right to reject an exhibitor for any reason.

CANCELLATION POLICY:

- No refunds or cancellations allowed after 5:00PM on Monday, March 2nd, 2020.
- All cancellations shall be in writing to Andrew Snyder at asnyder@gptx.org.

IMPORTANT DATES:

- | | |
|---|---|
| • Monday, March 2 nd by 5:00PM | Refund Requests Deadline |
| • Friday, March 20 th by 5:00PM | Application Deadline |
| • Wednesday, March 30 th | Exhibitor Notifications Sent |
| • Tuesday, April 7 th or Thursday, April 9 th | Vendor Meeting (MUST ATTEND ONE) |
| • Friday, April 17 th at 10:00AM | Exhibitor Set-Up Begins |
| • Sunday, April 19 th at 6:00PM | Exhibitor Take-Down |



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B. EXPO RULES & REGULATIONS

NOTIFICATIONS:

- If an exhibitor is not accepted, an email notification will be sent along with the original payment.
- Exhibitors will be emailed their receipt, parking pass and event map prior to event.

EXHIBITOR REQUIREMENTS:

- Electricity is NOT included.
- Exhibitors must provide their own electricity, supplies, and any other equipment needed. *Electrical outlets are NOT available. Additional supplies needed will be discussed on a case-by-case basis/fee.
- Lighting will be provided.
- All business vendors must be ready at least 30 minutes prior to their booth opening.
- Booth must display the name of the business.
- Signage will be provided for the business, but please ensure you have an alternative.
- Booth will be located in the Business Expo with an assigned location number and space will be marked.
- Location of your booth is not guaranteed and staff reserves the right to assign spaces and alter layouts as deemed necessary.
- Booth must be open during festival hours and exhibitor must be present at all times.
- Booths may be left up overnight at exhibitors own risk. The City of Grand Prairie is not responsible for damage or theft before, during or after festival hours.
- All exhibitor items must be contained in the booth space (including storage items).
- No bullhorns, microphones, loud speakers, or other amplification of sound will be allowed other than the planned entertainment at the stage area. All music and sounds projections must be contained within the booth area.
- Exhibitor is responsible for maintaining and cleaning in and around their area during and after festival hours.
- Exhibitor must wear festival credentials during event.
- There will be no water hook-up available in booth area.
- *All booths are subject to inspection by City Staff and Fire Marshall.*

BOOTH SALES:

- Exhibitors will **NOT** be allowed to promote, display or handout any obscene, dangerous or illegal items. All booths must be in good taste.
- Exhibitors will not be allowed to sell food and beverages. Those items will be sold in the Concessions.
- All sales must be done within your booth space. No roaming business exhibitors will be allowed.
- Exhibitors may keep all proceeds from their booth.
- Exhibitors may accept any form of payment. Exhibitor is responsible for providing change at their booth.
- *WiFi strength may be weak on property, please plan accordingly.

SET UP & CLEAN UP:

- Vehicles are prohibited from driving or parking on festival ground during festival hours. Designated set up and take down times will be scheduled for these purposes.
- Booths must be cleaned before, during and after the event takes place. Please keep booth space neat.



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BUSINESS EXPO APPLICATION

Please print clearly and fill out completely.

Business Name:	
Exhibitor Name:	
Phone:	Fax:
Cell Phone:	Email address (required):
City, State & Zip:	
Description of promotional items (required): _____ _____	
Do you have a Facebook Account: <input type="checkbox"/> Yes <input type="checkbox"/> No	Business Website:
Facebook Name:	

PAYMENT

Number of Booths:	Payment Amount:
Payment Type:	
<input type="checkbox"/> Check (payable to the City of Grand Prairie) <input type="checkbox"/> Check #: _____	
<input type="checkbox"/> Credit Card Please fill out the following credit card information and provide signature:	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
Credit Card #: _____ Expiration: _____ Sec Code: _____	
I authorize the City of Grand Prairie to charge my credit card in the amount stated above.	
Signature: _____ Date: _____	

Please fully read the attached Rules and Regulations before submitting your application.

AUTHORIZATION: In connection with the ***Main Street Fest to be held on Friday - Sunday, April 17-19, 2020***, in Grand Prairie, Texas ("Main Street Fest" or "Event"), Exhibitor agrees that it shall abide by and that Exhibitor's participation in the Event is subject to all of the terms and conditions of the "Rules and Regulations" attached hereto and made a part hereof for all purposes, and Exhibitor represents and warrants that Exhibitor has read and understands the same. Exhibitor also acknowledges that submission of Application does not guarantee acceptance into Main Street Fest. The undersigned represents that he/she is an authorized representative of Exhibitor and has authority to bind Exhibitor to the provisions, terms and conditions set forth herein.

Signature: _____ Date: _____



HOLD HARMLESS AGREEMENT

Exhibitor Name: _____

Parks, Arts and Recreation Department
City of Grand Prairie
County of Dallas
State of Texas

In consideration of the City of Grand Prairie, Texas allowing _____ to have an vendor booth at the *Main Street Fest on Friday - Sunday, April 17-19, 2020*, I/we voluntarily assume all risk of loss, damage, or injury and agree to fully indemnify, release and hold harmless the City of Grand Prairie, Texas and its officials, employees, and/or agents, jointly and/or severally, from every claim because of loss, damage, or injury of any kind because of such activity, regardless of whether such loss, damage, or injury is caused by the negligence of the City of Grand Prairie, its officers, and/or employees or by any other cause.

Print Name: _____

Title Designation: _____

Signature: _____

Date: _____