



PRESENTED BY
Grand Prairie
TEXAS
PARKS, ARTS & RECREATION

FOOD & BEVERAGE APPLICATION CHECK LIST

Concessionaire Name: _____

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

- Application
- Menu
- Temporary Food Permit
- Hold Harmless Agreement
- Photos of Previous Event Setup and Menu Items to be SOLD
- Copy of Insurance Certificate

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 | asn timer@gptx.org

QUESTIONS?

Andrew Snyder | P: (972) 237-4464 | asn timer@gptx.org

STAFF USE ONLY

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

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

Notes: _____



F & B 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:

- \$475 for a 10 X 10 Booth Space.
- \$550 for 2 10 X 10 Booth Spaces.
- Tent, table and 2 chairs will be provided per booth space, unless noted otherwise.
- Vendors may be charged a \$100 inconvenience fee after the event for last minute issues, trash or grease 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 setup and menu items for sale during the event. Photos will not be returned. (Digital photos will be accepted.)
- There will be product exclusivity. Selection and approval will be at the sole discretion of the City of Grand Prairie Parks, Arts and Recreation.
- Once the Concessionaire 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 |



PRESENTED BY
Grand Prairie
— T E X A S —
PARKS, ARTS & RECREATION

F & B 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:

- Exhibitors must provide their own self-contained electricity source, supplies and any other equipment needed.
Electricity is NOT included. Must be pre-approved by staff.
- Lighting source will be provided, unless noted otherwise.
- Booth must display the name of the business (sign will be provided – please include the exact name that you would like on signage).
- Signage will be provided for the business, but please ensure you have an alternative.
- Booth will be located in the Concessions/Food & Beverage Area 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.
- No alcohol permitted in booth space during festival hours.
- Exhibitor is responsible for maintaining and cleaning in and around their area during and after festival hours. Please do not pour ice or water on paved area. See staff for suggested locations.
- Ice will be sold to vendor on-site. Purchasing of ice is vendor to vendor sales.
- Please refrain from eating in food prep or service area.
- *All booths are subject to inspection by City Staff and Fire Marshall.*

BOOTH SALES:

- Exhibitors will **NOT** be allowed to sell, display or promote 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 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.

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. Please see *General Information* page.
- Booths must be cleaned before, during and after the event takes place. Please keep booth space neat.
- The City will provide a security guard for overnight hours. However, the City of Grand Prairie is not responsible for damage or theft before, during or after festival hours.



PRESENTED BY
Grand Prairie
 TEXAS
 PARKS, ARTS & RECREATION

FOOD & BEVERAGE APPLICATION

Please print clearly and fill out completely.

Concessionaire Name:	
Contact Name:	
Phone:	Fax:
Cell Phone:	Email address (required):
City, State & Zip:	Cell Phone:
Day of Event Contact:	
Logistics: <i>The City of Grand Prairie Parks, Arts and Recreation will provide 1 tent, table and chairs per space. If you wish to provide your own tent, please complete the questions below:</i>	
1. Are you providing your own TENT ? Yes <input type="checkbox"/> No <input type="checkbox"/> a. What are the dimensions of the TENT ? _____	
<i>*If the dimensions of your TENT exceed 400 sq. feet, you MUST provide the Flame Resistant Certification.</i>	
2. Are you providing your own TRAILER ? Yes <input type="checkbox"/> No <input type="checkbox"/> b. What are the dimensions of the TRAILER ? _____	
<i>*Be sure to include dimensions with TONGUE.</i>	
3. Additional Notes:	

PAYMENT

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: _____