

City of Pearsall
Downtown Christmas
VENDOR APPLICATION FORM

DEADLINE FOR APPLICATION IS **November 28th, 2022**

RETURN TO: Pearsall City Hall Annex Building 215 South Ash Street, Pearsall, Texas, 78061

December 2, 2022

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 _____

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 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 E below to Bianca at City Hall (Annex Building) on or before Monday, November 28, 2022.

A. Completed vendor application.

B. Payment in full for electrical outlet usage. (\$10.00)

C. Photo or drawing of booth setup and items (can be emailed)

D. Copy of Food Service Permit (for food vendors)

E. 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 4:00 pm on Friday, December 2nd. Booths must be set up no later than 6:00 p.m. that afternoon.**
- **All vehicles must be moved and parked outside of the sales area no later than 6:15 p.m. on Friday, December 2nd. 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.**
- **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 ensure 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.**

- 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 SHOULD BE DIRECTED TO:
 THE CITY OF PEARSALL PUBLIC INFORMATION OFFICER
 215 SOUTH ASH STREET, PEARSALL, TEXAS 78061.
 830-334-3676**

FOR OFFICE USE ONLY

Date Received: _____ **Amount Paid:** _____

Money Order _____ **Check**_____ **Check#**_____

___ **Food Service Permit** ___ **Booth Items Photos** **Receipt #:**_____

___ **Rejected Application** **Date Informed:**_____