



Thank you for your interest in applying for a vendor booth space at our upcoming festival! All the action takes place on Historic Oak Street in the Unique Dining Capital of Texas! Festival dates & times are as follows. You may apply to several festivals using this application or just the immediate date. Place a check on which festival/s you are applying for. Please take note of type of vendor preferred for each event as they vary due to theme and space. Payments will be due no later than 21 days prior to the festival date. Immediate dates must submit payment when submitting this application. For future festivals, payment links will be emailed 45 days in advance.

EVENT SELECTION:

- February: For the Love of BBQ Pitmaster Showcase / Saturday before Valentine's Day / 6 PM - 10 PM / Preferred vendors sell BBQ related products.
- March/April: EggAPalooza / Saturday a week before Easter / 10 AM - 3 PM / Preferred vendors sell child related products.
- April – September – Farmers Market / Every Saturday 8 AM – 12 PM / Vendors provide homegrown, local food and beverages.
- May: Roanoke Roundup & Rodeo / 1st Saturday in May / 12PM - 8 PM / Open to all types of products and services.
- July: All American Fireworks & Festival / always July 3rd / 6 PM - 10 PM / Preferred vendors sell food and beverages only.
- October: Celebrate Roanoke / 2nd Saturday in October / 12 PM - 8 PM / Open to all types of products and services.
- November: Veterans Parade, Car Show & Chili Cook-Off / First Saturday of November 10 AM – 3 PM / Preferred vendor associated with military businesses or non-profit.
- November: Snack, Sip & Shop Gift Tour / Saturday after Thanksgiving / 10 AM - 3 PM / in City Hall Plaza – Preferred small local businesses sell (holiday gifts & food).
- December: Roanoke's Hometown Holiday / 1st Saturday of December / 12 PM - 8 PM / Preferred vendor sell holiday giving type products.

APPLICATION:

Company Name:	
Contact Name:	
Mailing Address:	
City, State Zip:	
Business Phone:	Phone Number During Festival:
Email:	
Website: Address:	

How did you hear about this event? _____

Description of products / food & beverage / service to be displayed/sold with price range. **Please enclose photos of items to be sold & booth set up.** Please disclose if you will be incorporating any extra activities to your booth. Example – Raffles, demonstrations, games, performances etc.

The deadline for submitting/postmarking applications is 20 calendar days prior to the event date. All applicants will be notified by email of acceptance or non-acceptance within 10 days of our receiving the completed application and required paperwork. The following items must be completed and received for the application to be complete:

- Completed Application & Signed Vendor Guidelines page
- Total booth fee (on-line credit card, check or money order; no cash)
- Current photos of your products and your overall display
- Notarized Hold Harmless Agreement
- Health Inspection Temporary Permit (only for food & beverage vendors)

We request food trucks or other vendors that require more than standard power (110 V 20 AMPS) be powered by their own generator. The City of Roanoke will schedule and manage F&B inspections with the Health Inspector. Our health inspector typically calls each vendor prior to event day to answer question and ensure compliance at the event. All F&B Vendors are required to fill out a Health Inspection Form. Fill out the permit form on Page 6. F&B vendors who do not submit inspection forms or do not comply to Health Inspector guidelines, will no longer be able to participate in the event.

BOOTH OPTIONS:

- \$200 - 10 x 10 booth space. Vendor brings tent, table & chairs.
- \$300 - 10 x 20 booth space. Vendor brings tent, table & chairs. (Not available for Veterans Day Parade & Snack, Sip & Shop)
- \$300 - 10 x 10 booth space. Roanoke supplies tent, table & chairs.
- \$400 - 10 x 20 booth space. Roanoke supplies tent, table & chairs. (Not available for Veterans Day Parade & Snack, Sip & Shop)
- \$400 - 10 x 30 booth space. **All food trucks must provide generators.**
- \$50 - premium location
- \$50 - power (standard 110 v /20 amp) ONLY. (Not available for Snack Sip & Shop)
- \$100 - temporary health permit only if you are preparing food on site.

****Note – Prepackaged foods prepared in a commercial kitchen or food prepared in a home kitchen under the Cottage Food Law, require proof of Food Handlers Certificate or Cottage Food Law Certificate.***

TOTAL COST: _____

PAYMENT OPTIONS:

- On Line Credit Card payments may click below.
<https://cityofroanoke.securepayments.cardpointe.com/>
- Mail In Applicants paying by check or money order (no cash) may mail or drop off the application to:
City of Roanoke
Special Events, Marketing & Tourism
500 S. Oak Street
Roanoke, TX 76262

Vendor Questions can be directed to Diane Rice at diane.rice@roanoketexas.com or Mary Jo Tellin at mtellin@roanoketexas.com. We look forward to your participation!

Vendor Guidelines

1. Due to the number of available booths, the Festival Committee will select vendors from applications received by the festival deadline which is 20 days prior to event date.
2. Submission of application does not guarantee acceptance. The Festival Committee allocates a specific number of booth spaces for retail, food, service & non-profit vendors. Festival officials reserve the right to select or reject vendors.
3. Vendors must describe accurately & in-detail as to booth size and requirements to avoid unnecessary movements of booth locations. Booth movements are at the sole discretion of event planners.
4. Food trucks/trailers with hoods must be inspected by Fire Marshall two weeks in advance. Call 817-491-2301 for appointment.
5. Premium locations are located in the busiest sections of the event grounds and at a max of 4 booth spaces off corners. These selections are at the sole discretion of event planners and refunds are not available.
6. All applicants will be notified by email within 10 days of receipt of the application packet. Vendors not selected will be refunded any paid fees immediately thereafter.
7. If selected as a festival vendor, an email will be sent within 5 days of the festival date with booth assignment and setup instructions.
8. Festival vendors may begin set-up 3 hours before the festival opens.
9. Food trucks, trailers and over-sized booths that set-up the evening before once roads have been closed to vehicular traffic must notify event planners. Approximate time frame is estimated to be 6:00 PM.
10. For the safety and security of all, no vehicular traffic is permitted on Oak Street.
11. Vendors will unload at assigned entry points which will be located closest to their booth assignment. Movement of street barricades is unlawful.
12. The City will make a good faith effort to assign staff/volunteers to assist in the load in/load out process to facilitate a swift and efficient unloading process.
13. Festival management must authorize any moving or switching of booth spaces.
14. Vendors and/or their representative must be present at their assigned booth during festival hours. Vendors are asked to stay through the full duration of the festival.
15. Food trucks must stay in position until cleared by the Roanoke Police Department to depart.
16. Vendors must supply their own extension cords, lighting and cord coverings.
17. Vendors shall provide any additional booth decorations and all sale and display items must be contained within booth area.
18. Vendors are responsible for submitting all applicable taxes directly to the proper agency.
19. The City of Roanoke does not assume responsibility for damage or theft of vendor or vendor associates property.
20. Roanoke festivals are rain or shine, unless due to natural causes or pandemic. Booth payments are non-fundable. In this case, effort will be made to move vendor into next scheduled & appropriate event.

21. All exhibitors are expected to conduct themselves in a professional manner, according to the rules of this agreement. No illegal substances or weapons are allowed on person or in the booth. Any unruly conduct, refusal to follow rules or use of foul language will be considered grounds for removal from the festival.

I agree with the provisions provided to me in this application. My signature acknowledges that I and my associates agree to follow all rules and regulations set forth by festival staff and understand that failure to do so can result in my immediate removal without refund.

Vendor Signature of Acknowledgement & Acceptance:

Signature: _____ Date: _____

Hold Harmless and Indemnity Agreement 2021

I, _____, the undersigned, binding my heirs, executors, administrators, estate and assigns, do hereby agree to completely and wholly release, indemnify and hold harmless the City of Roanoke, its officers, agents, independent contractors and employees for any and all claims, damages, harm, personal injury, including death, property damage, lawsuits and judgments, including court costs, expenses and reasonable attorney's fees, and all other expenses resulting from the activities, programs and events occurring on the above-stated date of the stated event in Roanoke, Texas.

It is the understanding of all parties that this release, indemnity and hold harmless agreement shall apply whether or not the claims, damages, harm, personal injury, including death, property damages, lawsuits judgments, court costs, attorney's fees, or any other expense arise from the negligence of whatever nature, omissions, willful or intentional acts of the vendors of vendor's officers, agents employees, independent contractors, other representatives, invites, licenses, or guests.

If this vendor is other than an individual, vendor certifies, warrants and represents that the individual whose signature appears below is duly authorized to execute the agreement on behalf of the firm, corporation, partnership or other entity who is the vendor.

It is understood that this agreement will be applicable for one calendar year after initial signature. This agreement includes participation in any and/or all of the Roanoke events where vendors are accepted, as well as any and all City sponsored and/or partnered events that may be planned and participated in during the year. Valid from date of signature (12 months).

IN WITNESS WHEREOF, this agreement has been executed this _____ day of _____ 20__.

Vendor Business Name: _____
Signature: _____
Printed Name: _____
Title: _____

STATE OF _____ COUNTY OF _____

Before me _____ on this day personally appeared _____
Notary Name Print Individual Print Name
known to me (or proved to me on the oath of _____) or through _____
(Description of identity documentation)

to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D. _____.
Day Month Year
[Notary Seal Stamp Below]

Notary Public In and For the State of _____

My Commission Expires: _____

Health Inspection – Food & Beverage Vendors ONLY



City of Roanoke

500 S. Oak Street, Roanoke, TX 76262 • 817-491-2411

Temporary Food Permit Application

A separate application and permit is required for each stand, booth, cart etc.

Location of Event: _____

Name/Type of Event: _____

Vendor/Booth Name: _____

Responsible Person: _____ Phone Number: _____ Email: _____

Beginning Date: _____ Ending Date: _____ Time of Operation: _____

Menu: List all items. Any Changes must be submitted and approved by the Health Department prior to Event.

Food Items to be served (*only listed foods and beverages may be authorized.)

Source
*(food purchased from :)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Any food items served without approval may result in the temporary food establishment being suspended or revoked for non-compliance with City Ordinance.

Food prepared on site: Yes No if no, where? _____

Cooking equipment: Electrical Charcoal Propane Other: _____

Describe hot holding equipment: _____

Describe cold holding equipment: _____

Describe facility Covered Open Enclosed Other: _____

Type of floor surface: Asphalt Concrete Plywood Other: _____

Each vendor is responsible for hand wash facility

I have received the Temporary Event Guidelines and agree to abide by them

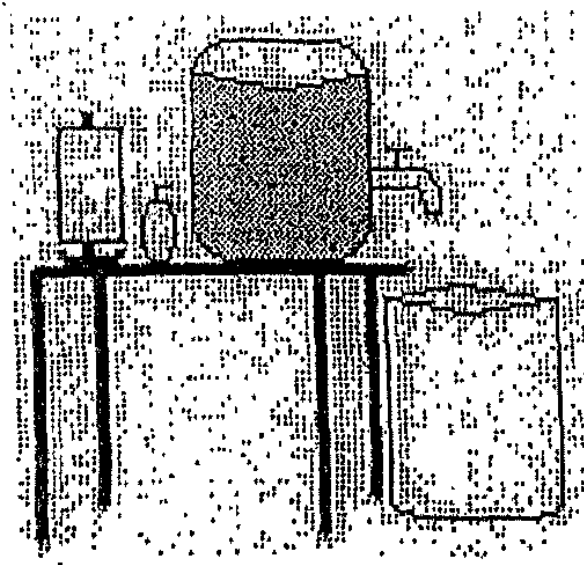
Signature of Applicant _____ Date _____

Temporary Event Guidelines for Food Service

- Only approved sources for foods to be allowed. **No home prepared foods will be permitted other than Cottage Food.** No pre-event home preparation of event foods; i.e. cutting, chopping, smoking, etc.
- **Shall set up hand wash station upon arrival on site prior to any other activity. If working in a trailer and under a canopy, 2 hand wash stations shall be required.**
- Hand wash station to consist of:
 - Container with spigot for clean potable water
 - Antibacterial liquid soap and paper towels
 - Container to “catch” dirty water
- **REQUIRED ITEMS NEEDED:** Calibrated metal stem thermometer, alcohol preps to clean probe, sanitizer, and test strips for sanitizer, food service gloves, and hair restraints.
- Keep Potentially Hazardous Foods @ 41 degrees or 135 degrees at all times. Provide equipment so that you may accomplish this at all times! Ex: ice chests, refrigerators, electric warmers. (Avoid using liquid fuel due to possible wind issues)
- All foods to be cooked to required temperatures: Hamburgers and pork @155 and Chicken @ 165 degrees. (Confirm with sanitized metal stem thermometer)
- Minimal prep on site!!! PLEASE avoid handling of raw meats if possible. If both cooked and raw are to be used, separate to avoid cross contamination. (Store raw meats separated by type as well. NEVER store hot dogs and hamburgers together and NEVER store cooked and raw together, *provide separate utensils for each.*)
- Provide gloves and or serving utensils to prevent bare hand contact. Hands should be washed prior to donning gloves and gloves to be changed as necessary to prevent cross contamination. ALWAYS WASH HANDS FIRST, THEN GLOVE!
- All food related items to be stored off the floor/ground at all times. If event is not on pavement you will need to provide ground covering to control dust.
- Ice used for consumption may not be used for storage of drink containers or food items. Provide separate ice for drink storage. No storage of ice bags on ground.
- Provide Ware washing station for serving utensils. Buckets with the following:
 - WASH container (soap and potable water)
 - RINSE container (Clean water only)
 - SANITIZE container (Sanitizer and water mixture)
- Provide test strips for your choice of sanitizer to be used:
Chlorine to be 100 ppm and Quats @ 200 ppm
- Trailers should provide sinks set up as described above and sufficient clean and waste water storage tanks.
- Booth style will need to provide sufficient water or have potable water within close proximity. Waste water will need to be disposed of in the sanitary sewer.
- Booth style set up will need to be equipped with some type of overhead cover to protect food. Always avoid setting up under trees!
- Sufficient trash receptacles must be provided.

Handwash Setup Requirements

Insulated container with spigot. Container must be at least 2 ½ gallons. Basin positioned to catch waste water. Soap and paper towels must be provided.



Utensil Wash Setup

Three tubs at least 2 gallon capacity each. One for washing – containing soapy water. One of rinsing – containing clean water. One for sanitizing – containing water with bleach added to equal 50ppm. Test strips to verify concentration.

