



Celebrate Roanoke 2020 Vendor Application Packet

Dear Celebrate Roanoke Applicant:

We invite you to apply to participate in the 15th Annual Celebrate Roanoke Street Festival on Historic Oak Street in the Unique Dining Capital of Texas! The street festival spans 8 blocks and is slated for October 10, 2020 from 10:00 AM - 10:00 PM.

If you wish to register for booth space, please follow all application instructions carefully. The deadline for submitting/postmarking applications is September 10, 2020. All applicants will be notified by email of acceptance or non-acceptance within 7 days of our receiving the completed application and required paperwork.

The following items must be completed and received for the application to be considered complete. *Scanned and emailed packets are preferred.*

- 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 (photocopies ok)
- Notarized Hold Harmless Agreement
- Health Inspection Temporary Permit (only for food & beverage vendors)
- Copy of Texas Sales Tax and Use Permit

Vendors may pay fees on-line by using the 'PAY NOW' button on the Celebrate Roanoke vendor page. Applicants paying by check or money order (no cash) may mail or drop off the application to:

City of Roanoke
Attn: Mary Jo Tellin
500 S. Oak Street
Roanoke, TX 76262

Vendor Questions can be directed to Mary Jo Tellin at mtellin@roanoketexas.com or call Mary Jo at 817-491-8151.

We look forward to your participation! It's going to be a great festival in Roanoke!

Vendor Guidelines

1. Due to the number of available booths, the Celebrate Roanoke Vendor Committee will select vendors from applications received by September 10, 2020. Late applications are subject to an additional \$25 late fee.
2. Submission of application does not guarantee acceptance. The Celebrate Roanoke 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. All applicants will be notified by email within 7 days of receipt of the application packet. Vendors not selected will be refunded any paid fees immediately thereafter.
4. If selected as a festival vendor, an email will be sent within 14 days of the festival date with booth assignment and setup instructions.
5. Festival vendors may begin set-up on Saturday, October 10th at 7:00 AM.
6. Food trucks, trailers and oversized booths are encouraged to set-up on Friday evening October 9th. Approximate timeframe is estimated to be 7:00 PM or whenever the road is closed to traffic.
7. Other than stated in #6 above, for the safety and security of all, no vehicular traffic is permitted on Oak Street between 3:00 PM Friday and 10:00 PM on Saturday.
8. Vendors will unload at assigned entry points which will be located closest to their booth assignment. Movement of street barricades is unlawful.
9. The City will assign staff / volunteers to assist in the unloading process to facilitate a swift and efficient unloading process.
10. Festival management must authorize any moving or switching of booth spaces.
11. Vendors are asked to stay through the full duration of the festival.
12. Vendors must supply their own extension cords, lighting and cord coverings.
13. Vendors shall provide any additional booth decorations and all sale and display items must be contained within booth area.
14. Vendors and/or their representatives must be present at their assigned booth during festival hours.
15. No illegal substances or weapons are allowed on person or in the booth.
16. Vendors are responsible for submitting all applicable taxes directly to the proper agency.
17. The City of Roanoke does not assume responsibility for damage or theft of property.
18. All COVID-19 protocols required at the festival will be communicated to all vendors should additional processes be required by the CDC.
19. Celebrate Roanoke is rain or shine. No refunds will be given after the application is received and accepted unless due to natural causes or pandemics.
20. All exhibitors are expected to conduct themselves in a professional manner, according to the rules of this agreement. 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: _____

Vendor Application

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

How did you hear about Celebrate Roanoke 2020?

- | | |
|---|---|
| <input type="checkbox"/> Returning Vendor | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Magazine |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Flyer / Poster |
| <input type="checkbox"/> Instagram | <input type="checkbox"/> Roanoke Business Owner |
| <input type="checkbox"/> Twitter | <input type="checkbox"/> Other _____ |

What category best describes your business?

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Fashion and/or Accessories | <input type="checkbox"/> Woodwork |
| <input type="checkbox"/> Children's Fashion and/or Accessories | <input type="checkbox"/> Metalwork |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Leather |
| <input type="checkbox"/> Home Accessories / Décor | <input type="checkbox"/> Food |
| <input type="checkbox"/> Pet Products | <input type="checkbox"/> Beverages |
| <input type="checkbox"/> Fine Art – paintings, drawings, photography | <input type="checkbox"/> Service |
| <input type="checkbox"/> Pottery / Glassware | <input type="checkbox"/> Other _____ |

Description of products / food & beverage / service to be displayed/sold with price range:

**Please enclose photos of items to be sold & photos of booth set up.
Photos of accepted vendors become property of the City of Roanoke.**

Vendor Booth Specifications

VENDOR BOOTHS – RETAIL & SERVICE SECTOR (retail, service related, civic group or non-profit business)

I will bring my own tent, table and chairs **NEW FOR 2020 – 25% off**

- One 10' x 10' space - \$150.00 \$ _____
- One 10' x 20' space - \$300.00 \$ _____

I need 'Fully Furnished' (Tent, Table and Chairs provided)

- One 10' x 10' space: One 6' table and two chairs - \$200.00 \$ _____
- One 10' x 20' space: Two 6' tables and four chairs - \$400.00 \$ _____
- I request a Premium Location - \$50.00 (ex: corner, high traffic or close to music, food, restrooms) \$ _____

VENDOR BOOTHS – FOOD & BEVERAGE SECTOR

I will bring my own tent, table and chairs

- One 10' x 10' space - \$150.00 \$ _____

I need 'Fully Furnished' (Tent, Table and Chairs provided)

- One 10' x 10' space: One 6' table and two chairs - \$200 \$ _____

ALL Food Trucks, Trailers & Oversized Booths

- One 10' x 20' space - \$300.00 \$ _____
- ALL** Food & Beverage vendors require a Health Inspection - \$100 \$ _____

*The City of Roanoke will schedule and manage F&B inspections with the Health Inspector.
All F&B Vendors are required to fill out a Health Inspection Form. Please see Page 6.*

POWER SUPPLY (ONLY by request)

- No, I do not need any power.
- Food Trucks & Trailers must supply their own generator.
- Non Food Vendors Only.** Yes, I need basic power only (110 V) - \$50.00 \$ _____
- Non Food Vendors Only.** Yes, but I need more than basic power - \$100.00 \$ _____

Please **SPECIFICALLY** describe your additional power needs here:

LATE FEES (if submitted after September 10, 2020)

- Late application fee (if submitting after September 10, 2020) - \$25.00 \$ _____

TOTAL _____

Payment Options

- On Line Credit Card payments may click here <https://www.roanoketexas.com/111/Celebrate-Roanoke>
- Mail In or Drop Off My Application and Payment to Mary Jo Tellin 500 S. Oak Street Roanoke 76262

Hold Harmless and Indemnity Agreement 2020

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 the 2020 calendar year. This agreement includes participation in any and/or all of the following events where vendors are accepted such as It's Time Texas Community Challenge, Roanoke Valentines Dance, Roanoke Fishing in the Park, Evenings on Oak Street Concert Series, Roanoke Bunny Hop and Hunt, Farmers Market, Roanoke Roundup, Independence Day Celebration, Prevent & Protect Shred Event, Celebrate Roanoke!, Roanoke Old-Fashioned Christmas Parade & Event, as well as any and all City sponsored and/or partnered events that may be planned and participated in during the year.

IN WITNESS WHEREOF, this agreement has been executed this _____ day of _____ 2020.

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

Note: No home preparation or storage of foods allowed. 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 _____

Exempt by Ordinance 436-10: Yes No _____

Issued by: _____ Date issued: _____

Fees Collected: _____ Date paid: _____

Method of Payment: _____ Receipt #: _____