



Vendor Booth Application & Information

Thursday, December 4, 2014

5:30 p.m. - 9:30 p.m.

Historic Downtown Garland



GARLAND

TEXAS MADE HERE

The logo for "Christmas on the Square Garland, Texas" features the word "Christmas" in a red, serif font with a green snowflake icon inside the letter 'C'. Below it, "on the" is written in a smaller, red, serif font. "Square" is written in a larger, red, serif font with a green snowflake icon inside the letter 'S'. At the bottom, "Garland, Texas" is written in a green, sans-serif font.

Christmas on the Square Garland, Texas

Potential Vendor:

You are invited to submit an application to participate as a crafter/artist vendor at the City of Garland's 2014 Christmas on the Square. The event will be held Thursday, December 4, from 5:30 to 9:30 p.m. in Historic Downtown Garland. This year's Christmas on the Square will feature music and entertainment, the lighting of the official City Christmas tree, snow sledding hills, food, a holiday market, train rides and, a visit from Santa.

Since this is a holiday event, preferred products are holiday décor and holiday gift items, with a strong preference given to hand-crafted or unique items. **Booth tents must be white, well-lit, and decorated festively. Booth tables or counters must be skirted.** If you do not own a white, 10' x 10' tent, they are available for rent from Taylor Rental in Garland (or many other equipment rental companies). You may contact Taylor Rental by phone at 972-530-6334. All crafter/artist vendors must be able to have their booth set up and ready for patrons no later than 5:30 p.m. Vendors may begin loading in at 3:00 p.m. and cannot load out until after 9:30 p.m.

There are a limited number of crafter booth spaces available.

Deadline to submit your application, booth/product photos and \$50 booth fee is 5:00 p.m., Friday, October 31, 2014. Please make check or money order payable to "The City of Garland." Booth fees will be returned to vendors not selected to participate this year.

I hope that you will consider joining us for this festive, community event. If you have any questions, please contact by email at jjjustice@garlandtx.gov.

Sincerely,

Jackie Justice
Special Event and Marketing Coordinator
City of Garland

City of Garland Vendor Booth Terms and Information

Christmas on the Square 2014 will be held Thursday, December 4, from 5:30 p.m. to 9:30 p.m. in Historic Downtown Garland. The event will feature music and entertainment, the lighting of the official City of Garland Christmas Tree, street performers, sledding hills, train rides, and a visit from Santa.

Craft and art vendors who are selected to participate in this event will be sent a site map prior to the event detailing parking information and booth assignment.

1. **Booth Reservation & Assignment:** City Staff will assign booths for vendors. Vendors cannot trade spaces nor can they move to another location without approval from City Staff.
2. **Booth Space:** Booth sites measure ten feet by ten feet (10' x 10'). Vendors are responsible for supplying any needed tables, chairs, décor and lighting. Vendors must use a white 10' x 10' tent and tables must be skirted.
3. **Hours of Operation:** Booths must be open to the public, adequately staffed and maintained in complete form during the entire event, which lasts from 5:30 p.m. to 9:30 p.m.
4. **Set Up/Tear Down:** Vendors may begin loading in at 3:00 p.m. and must have booth ready for patrons by 5:30 p.m. No vehicles will be permitted on the event site after 4:00 p.m. Vendors may begin to tear down at 9:30 p.m. Vendors will not be permitted to drive into the event site to load vehicles until the streets are clear of pedestrians.
5. **Electric Service:** Electricity will be provided if needed. Vendors must bring extension cords to ensure the power source can be reached.
6. **Solicitation:** Vendors are prohibited from soliciting outside of their assigned booth space. Literature is prohibited from being placed anywhere on the grounds.
7. **Prohibited Items:** Items not allowed for sale or distribution include, but are not limited to: tobacco, drug or alcohol related items; sexually explicit or adult-themed material; any materials that advocate sexism, racism, violence, profanity or that are discriminatory, intolerant, or violent in content (at the discretion of City Staff).
8. **License, Permits and Sales Tax:** Vendors are responsible for all appropriate licenses and permits for their operation. Required permits must be available during the event. Vendors are solely responsible for the payment of all required taxes to local, state, and federal authorities and shall keep such records of transactions as may be required by such authorities.
9. **Drugs/Smoking/Alcohol:** No smoking, alcohol or illegal drugs will be permitted on-site.
10. **Trash:** Each vendor is responsible for keeping their assigned booth clean, neat and orderly at all times. This includes hauling away any trash or garbage that is generated in or around the booth and sweeping up any product debris left on the ground.
11. **Food/Beverages:** Only approved concessionaires may sell ready-to-eat food or beverages.
12. **Animals:** Animals are not allowed in vendor booths. Exceptions will be made for assistance animals.
13. **Exceptions:** Any exception(s) to these terms must have prior written approval by City Staff.
14. **Agreement Termination:** The City of Garland may terminate this agreement without notice and forthwith remove the vendor from the premises for selling unauthorized items, failure to sell from the assigned booth space, or breach of any part of this agreement, including without limitations, failure to timely pay the booth fee set forth herein. No refunds shall be given to vendors selected to participate in this event for any reason.
15. **Vendor as Independent Contractor:** The parties hereto stipulate and agree that, under this agreement, the vendor is not acting as an agent, employee, representative, partner, nor joint venturer of the City of Garland, but shall at all times and for all purposes have the status of independent contractor. The City of Garland shall not control the manner or methods by which the vendor performs sales, except as expressly provided for herein.
16. **Vendor Responsibility and Liability:** The vendor assumes the entire responsibility and liability for:
 - a. Losses, damages, and claims arising out of injury to his/her own personal property or party.
 - b. Damage to the vendor's displays, equipment, or other property.
 - c. The vendor agrees not to hold liable or responsible in any form the City of Garland, its employees, event coordinators, guests, volunteers, and participants against any and all claims or expenses for such losses, arising out of the performance of this agreement.

These terms and information have been established to satisfy the diverse needs of our vendors and patrons. The City of Garland reserves the right to change these terms at any time.

For questions or additional information please call (972) 205-2752 or email jjustice@garlandtx.gov.



Vendor Booth Application

Please mark the appropriate vendor type:

Craft Booth 501(c)3 Non-Profit Other: _____

Name of Business / Organization: _____

Contact Person: _____ Tax ID #: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: (____) _____ Alternate Phone: (____) _____

Email Address: _____

Items to be displayed or sold: _____

Booth Selection Criteria

There are a limited number of booth spaces available. Selections are based on product appropriateness and quality, booth set-up quality, and product mix. Strong preference is given to hand-crafted or unique holiday décor or gift items. The City of Garland has the right to reject any application, and has exclusive authority to select participants.

Application Materials

All applications must include two color photographs depicting the actual entry and booth set-up. Photos must reflect at least 80% of actual booth content. Applications will not be considered without photographs.

Booth Fee

A \$50 non-refundable booth fee will hold a space for each vendor (waived for 501c3 non-profit organizations providing free activities in the Children's Area). This fee is due with the application, payable by check or money order to 'City of Garland'. Fee will be returned to vendors not selected to participate.

*An additional \$25 fee will be charged for all returned checks.

Agreement of Liability Waiver

I do hereby fully release and discharge the City of Garland and its officers, agents, servants, and employees from any and all claims from injuries, damage, or loss which I may have or which may accrue to me on account of my participation in the Christmas on the Square special event. I also understand that failure to show and participate at the event could result in exclusion from participation in future City of Garland special events. I have read and fully understand the listed terms and conditions.

<hr/> Vendor Signature	<hr/> Vendor Print	<hr/> Date
Send form, photos and payment to:	City of Garland Attn: Parks & Rec PO Box 469002 Garland, TX 75046	<i>FOR STAFF USE ONLY</i> Booth #:

All applications, booth fees and photographs must be received by **Friday, October 31, 2014.**