

2018 Festival of Pumpkins Vendor Application

*****Change of Venue for 2018-Due to water and sewer replacement project and subsequent construction in downtown Paris, the Festival of Pumpkins is relocating to Bywater Park and 1st Street SE for 2018*****

EVENT DATE: October 27, 2018 9:00 a.m. – 4:00 p.m.

Please keep these instructions for reference. Only return pages 3 – 5 on applications and photo requirements

DIRECTIONS FOR APPLICATION PROCESS: Paris Main Street will begin accepting applications on May 1, 2018. Applications must be completed and returned to the City of Paris Main Street no later than August 31, 2018. Any applications turned in past **August 31, 2018** must include a late fee of \$10.00. Late applications are subject to placement in overflow area where electricity will not be available. Please include at least two photo of your display booth and items with your application and payment. Submission of application does not guarantee acceptance. Failure to complete the application correctly and completely may result in the denial of the application and the return of the information provided therewith. The hold harmless page must be notarized. The City Hall annex has a notary who can assist if needed at no charge. Upon review eligible applicants will be contacted for confirmation.

FOP reserves the right to refuse admission to any vendor(s) or refuse to rent/renew rental of lot(s) at its sole discretion, and reserves the right to amend or change the policies and procedures without prior written notice.

VENDOR CHECK IN: All vendors must check and receive space assignment at the Farmers and Artisan Market, 400 SW 1st Street. At this time someone will assist you with placement. Maps of the park will be provided.

VENDOR SET UP PROCESS:

- 1. Canopies are required (10 x 10 standard size) and are the responsibility of the Vendor. NO trailers are permitted.**
- 2. With the change of venue for 2018, the check in time is TBD All vendors** are encouraged to set up canopies, display equipment, and tables, etc. on Friday. Upon check and placement, it is imperative that you unload your display items and move your vehicle to the designated parking before you begin to set up your assigned space. Security is provided overnight Friday.
- Vendors are also allowed to set up Saturday morning from 6 a.m. to 8:30 a.m. No vehicles will be permitted to enter the festival area Saturday morning after 8 a.m. to ensure pedestrian safety. No stakes or pegs of any kind allowed. No generators permitted. Battery- operated equipment for lighting is recommended when possible. Electrical circuits may be purchased for night lighting, cash registers or in relation to sales only. Vendors will be placed at event coordinators discretion. NO VENDOR is allowed to set up or break down during the festival hours.

BREAK DOWN:

- 1. For everyone's safety ABSOLUTELY NO vendor's vehicles are allowed to enter the festival area during the festival hours of 9:00 a.m. – 4:00 p.m.**
- At the close of the Festival, shortly after 4:00 p.m. staff will assist with moving street barricades on 1st Street SE and Austin to allow vendors vehicles to enter. All items must be completely cleaned up by 8:00 p.m.
- PERMITS/LICENSES:** All vendors are responsible for obtaining the **Texas Sales and Use Tax Permit**, proper food and beverage licenses, and complying with state and local health regulations. Make certain that copies of permits/licenses required as part of your operation are attached thereto, including, but not limited to health permits, electrical permits, business licenses, **Sales and Use Tax Permit etc. for more information on the Sales and use permit, contact <https://www.window.state.tx.us/taxhelp/>.**

SECURITY: Security is provided, however, the City of Paris is not responsible if booth frames and merchandise are exposed to bad weather, theft or any other damages. The City of Paris is not responsible for the security or protection of the property and merchandise of exhibitors and concessionaires.

MAINTENANCE: Vendors are responsible for keeping their concession/booth areas clear of debris and trash at all times. Trash bags/containers are required in your booth. City Staff will be available to help with trash needs throughout the day. Concessionaires cooking with grease are responsible for proper disposal of grease. All waste water must be properly disposed, not in storm drains. All questions regarding grease and waste water disposal should be directed to the Lamar County Health Department, 903-784-4561.

ELECTRICAL AND FIRE CODES: High pressure cylinders, including LP gas cylinders shall be securely fastened to prevent tipping. At least one 40-B: C rated fire extinguisher shall be required at locations where flammable or combustible liquids are used, stored or dispensed. All electrical outlets will be cord-connected with a minimum extension cord size of 12/3, non-frayed and non-altered. All cords crossing walkways must be duct taped to the pavement or covered. Vendors must supply their own extension cords. Requirements will be enforced by the electrical inspector. Should you have any questions regarding fire and electrical codes please call 903-784-9231.

Application deadline August 31, 2018. If space is available, applications will be accepted after August 31st but will be charged a \$10 (ten dollar) late fee, and services such as electricity and water may not be available.

INCLEMENT WEATHER: A weather team consisting of the City Manager, City Engineer, Police Chief, Director of EMS/Information Technology, and FOP Event Coordinator will assess the situation for the severity and safety of the participants in partnership with the National Weather Service. In the case of severe weather, it may be necessary to delay the event. In the case of inclement weather, officials will immediately inform vendors of the severity and potential delays of the FOP event via City of Paris **Code Red Alert system**. **For more information visit: <http://www.paristexas.gov/index.aspx?nid=234>**. It is required you give a contact number on this application where you will be able to receive immediate phone call/ voice mail updates as to the status of the festival. These CODE RED alerts appear as Caller ID # 1-855-969-4636 or 1-866-419-5000.

After the event if you want to stop receiving Paris area alerts it is as simple as a phone call to the Paris Police Department and ask to be removed. (903) 784-6688

Due to the nature of this event the Festival of Pumpkins will not be postponed to a later date. Rain or Shine, no refunds will be made, please prepare accordingly.

FOR QUESTIONS PLEASE CALL OR EMAIL
pumpkinfestival@paristexas.gov
903-784-9293
www.festivalofpumpkins.com

FOP APPLICATION 2018

Type or Print legibly

CONTACT PERSONS NAME: _____

Name of BUSINESS OR DISTRIBUTOR: _____

ADDRESS: _____

City _____ STATE _____ ZIP _____

PHONE: _____ FAX: _____

Sales and Use Tax Permit ID# _____

EMAIL: _____

CELL NUMBER for Code Red Voicemail

After the event if you want to stop receiving Paris area alerts it is as simple as a phone call to the Paris Police Department and ask to be removed. (903) 784-6688

DESCRIPTION OF ITEMS INTENDED FOR SALE AT THE FESTIVAL OF PUMPKINS. IF YOU ARE NOT SELLING ANY ITEMS PLEASE DESCRIBE YOUR INTENDED USE OF THE SPACE. THERE IS NO GUARANTEE THAT YOU WILL BE PROVIDED THE SAME BOOTH SPACE AS LAST YEAR. (FESTIVAL COORDINATORS ATTEMPT TO AVOID PLACING VENDORS SELLING LIKE ITEMS NEXT TO ONE ANOTHER, THEREFORE, IF YOU DO NOT LIST AN ITEM IN THIS SECTION, YOU WILL NOT BE PERMITTED TO SELL SAID ITEMS AT THE FESTIVAL). IF MORE SPACE IS NEEDED, PLEASE ATTACH A SEPARATE SHEET.

10 X 10 BOOTHS - \$100.00 EACH (If Non-Profit call for pricing

(Verification of nonprofit status required.)

ELECTRICITY IS OPTIONAL - \$10.00 PER CIRCUIT (LIGHTING, SALES RELATED NEEDS ONLY)

CANOPIES ARE REQUIRED and a RESPONSIBILITY OF THE VENDOR

(No Trailers will be allowed- CANOPIES ONLY)

Number of 10 X 10 spaces needed: _____ (\$100.00 each) **Include \$10.00 late fee after 8/31/2018**

Indicate number of electrical outlets needed: _____110V _____220V _____Amps **(\$10.00 each)**

(Please provide detailed electrical needs in the spaces below)

Yes-- I will be setting up my vendor space on Friday _____

No -- I plan to set up my vendor space Saturday morning between 6 a.m. & 8:30 a.m. _____

(Remember that you may set up your canopy, tables, etc. Friday and bring your merchandise in on Saturday.)

Will you be spending the night in Paris either Friday night or Saturday night?

Which hotel _____

For a listing of hotels. VISIT: www.paristexas.com -Code for discount hotel stay: FOP2018

RAIN/SHINE – NO REFUNDS WILL BE MADE.

LIST THE LAST (3) FESTIVALS/EVENTS YOU CONDUCTED AN EXHIBIT OR CONCESSION.

NAME OF FESTIVAL/EVENT:

LOCATION OF FESTIVAL/EVENT:

Total payment enclosed: _____

Payment may be made with a Credit Card:
(ADDITIONAL 5% CHARGE ASSESSED FOR
CREDIT CARD PAYMENT. Coordinator will call
you for security code on back of card.)

____ Visa ____ MasterCard

Credit Card (we do not take American Express)

Number _____

Expiration Date _____

Billing Address for card:

Authorized Signature:

I have read and understand all the Vendor information. (Please sign and date)_

X

Sign :
Printed name / date

MAIL APPLICATION, PHOTO & FEES TO:

**PARIS MAIN STREET
ATTN: FESTIVAL OF PUMPKINS
P.O. Box 9037
PARIS, TEXAS 75460**

OR DELIVER TO

**CITY HALL ANNEX
150 SE 1ST STREET
PARIS, TEXAS 75460**

EVENT STAFF USE ONLY

Received by: _____ Date: _____

Check#: _____ space assigned #: _____

Other: _____

- Photos
- Sales and Use permit
- Hold Harmless signed and notarized

