

2018 Festival of Pumpkins Concessionaire 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*****

October 27, 2018

Hours of Operation: 9:00 a.m. – 5:00 p.m.

Please return pages 4 - 6

The APPLICATION PROCESS:

This application does NOT guarantee a space until a confirmation email is received. To maintain the quality of our Food Concessions, we will select only those vendors that best fit our event. Photos of all food concessions are required with this application, along with a list of references or places and events attended, and a complete menu must be submitted, before it will be reviewed.

We do not offer exclusive rights to any food concession. We reserve the right to limit certain items so we do not have too much of certain items. If selected, your space will be reserved and a confirmation email will be sent to you. All requests for a particular area or space will be considered, but not guaranteed.

The City of Paris retains the right to contract with businesses that display unique and innovative products and services. Your application will receive consideration based upon this criteria and the availability of space. By signature, you agree to abide by the rules and regulations of the City of Paris Festival of Pumpkins should space be available. You further understand this is an application and not a contract until approved by the City of Paris Festival Coordinator.

Concessionaire space is limited.

1. **Festival of Pumpkins (FOP) will begin accepting applications for concessionaires on May 1, 2018**
2. **Priority will be given to City of Paris residents and *longstanding FOP concessionaires who return their applications on or before May 31, 2018. After this date all applications will receive equal consideration. * Long-standing vendors have attended the FOP for 5 years or more consistently.**
3. **Organizers reserve the right to limit the type of concessions sold as not to saturate the available space with similar type items. Submitting an application does not guarantee approval. *Upon review eligible applicants will be contacted for confirmation via email.***
4. **All applicants must include at least two (2) current photos of your concession trailer, and photos of items for sale with your application and payment.**
5. **All applications must be returned to the City of Paris Main Street Office no later than August 31, 2018 or be subject to a \$25 (twenty-five dollar) late fee. Failure to complete the application correctly and completely may result in the denial of and return of the application.**
6. **Each vendor will be responsible for paying all city and state sales tax. Each vendor will provide a copy of their sales tax certificate with this application.**

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

VENDOR SET UP

1. **Food vendors are required to set up Friday between 6 p.m. and 9 p.m.**
2. Vendors will not be allowed to set up during the festival hours.
3. Vendors must be ready to open by 9 a.m. sharp when festival opens on Saturday October 27.
4. No stakes or pegs of any kind allowed. No generators permitted; battery-operated equipment and lighting is recommended when possible.
5. Each Food Concession must post a sign, visible to the public, which states the menu and prices.
6. **Food concessions must be arranged so as not to create any obstruction to the view of other concessions, exhibits, or create a hazard. The tacking, posting; or placing of advertisements outside of the space contracted will not be permitted.**

VENDOR CHECK IN: Vendors must check and receive space assignment at the Market Square Farmers Market parking lot, 400 SW 1st Street three blocks south of the of the downtown plaza. Festival staff will help direct vendors to their set up space.

BREAK DOWN:

No Vehicles are allowed in the festival area during the hours of 9:00 a.m. and 5:00 p.m. Break down may begin no earlier than 5 p.m. on festival day and must be completed by 8 p.m. Streets re-open at 9 p.m. sharp.

PERMITS/LICENSES: All vendors are responsible for obtaining the 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, etc. A Health Permit will be required at each location. You may not operate without a valid permit.

LIABILITY INSURANCE: Proof of liability insurance must be provided with this contract. All Food Vendors must provide insurance naming the City of Paris as additional insured on its policy. The policy will provide a minimum coverage of Five hundred thousand dollars (\$500,000.00) Combined Single Limits for Bodily Injury and Property Damage per occurrence and Five hundred thousand dollars (\$500,000.00) in the aggregate.

SECURITY: 24-hour security is provided at FoP event venue, 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 recommended. 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 where flammable or combustible liquids are used, stored or dispensed. All electrical outlets will be cord/plug-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. 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.

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:

**903.784.9293 or pumpkinfestival@paristexas.gov
www.festivalofpumpkins.com**

2018 FOP Application
TYPE OR PRINT CLEARLY

BUSINESS NAME: _____

APPLICANT NAME: _____
(Must be a name of a the contact person)

Texas Sales and Use Tax Permit # _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

CELL NUMBER FOR Code Red Alert: delivered via voicemail: _____

PLEASE LIST YOUR MENU ITEMS BELOW IN DETAIL. ONLY ITEMS LISTED WILL BE ALLOWED. ANYONE ATTEMPTING TO SELL ITEMS NOT LISTED WILL NOT BE ALLOWED IN THE FESTIVAL.

Attach a menu if necessary.

FOOD CONCESSIONAIRES FEES: IF after August 31st , please add \$25.00 late fee.

20 x 10 SPACES AVAILABLE @ \$200.00 EACH
(INCLUDES SPACE, ELECTRICITY & WATER)

10 X 10 SPACES AVAILABLE @ \$150.00 EACH
(CANOPIES REQUIRED)
(INCLUDES SPACE, ELECTRICITY & WATER)

PLEASE INDICATE THE SPACE SIZE YOU WISH TO PURCHASE

20 X 10: _____ 10 X 10: _____

Please provide exact measurements your concessionaire stand/food truck including towing apparatus.

ELECTRICAL NEEDS: How many: _____ 110v - _____ 220v _____ AMPS

Maximum (2) 110 outlets per vendor. (Food Concessionaire Vendor)

Please describe any special electrical needs.

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

NAME OF FESTIVAL/EVENT

LOCATION OF FESTIVAL/EVENT

Amount enclosed: _____

Payment may be made with a Credit Card: (a 5% fee will be assessed on a credit card payment. Coordinator will call for security code on back of card.)

Visa or MasterCard:

We do not take American express.

Credit Card Number _____

Expiration Date ___/ ___/ ___

Name as it appears on the card: _____

Billing Address for card: _____

Authorized Signature: _____

**MAIL APPLICATION, PHOTOS, FEES, PERMITS AND LICENSES TO:
CITY OF PARIS MAIN STREET, ATTN: FESTIVAL OF PUMPKINS, P.O. BOX 9037, PARIS, TEXAS 75460**

Or drop off at: City Hall Annex- 150 1st Street SE, Paris Texas

FOR QUESTIONS PLEASE CALL OR EMAIL:

903.784.9293 or

pumpkinfestival@paristexas.gov

www.festivalofpumpkins.com

EVENT STAFF USE ONLY

Received by: _____ Date: _____

Check#: _____ space assigned #: _____

Other: _____

- Photos of trailer/food items
- Sales and Use Tax permit
- Menu with pricing
- Copy of Liability insurance
- Business license
- Health permit

PARIS-LAMAR COUNTY HEALTH DEPARTMENT
740 SW 6TH * PO BOX 938
PARIS TEXAS 75461
903-785-4561
FAX 903-737-9924

TEMPORARY FOOD PERMIT

PERMIT FEE \$50.00

ALL REQUIREMENTS MUST BE MET BEFORE A PERMIT WILL BE ISSUED

1. **CEILINGS AND WALLS:** MADE OF WOOD, CANVAS AND PLASTIC OR OTHER MATERIALS THAT PROTECT THE INTERIOR FROM THE WEATHER, WINDBLOWN DUST, BIRDS AND OTHER DEBRIS.
2. **FLOORS:** CONCRETE OR ASPHALT, DIRT AND GRAVEL ONLY IF COVERED W/MATS OR REMOVABLE WOOD PLATFORMS.
3. **WATER:** MAY COME FROM COMMERCIAL BOTTLED DRINKING WATER, CLOSED PORTABLE WATER CONTAINER OR ON-SITE WATER STORAGE TANK OR PIPING, TUBING OR HOSE CONNECTED TO AN APPROVED CITY OR COUNTY WATER SUPPLY.
4. **WASTEWATER:** DISPOSED OF THROUGH AN APPROVED SEWAGE SYSTEM.
5. **HAND WASHING:** TWO HANDWASHING CONTAINERS. (SMALL DISHPANS ARE FINE). ONE FOR WASHING AND ONE FOR RINSING HANDS.
6. **SOAP AND PAPER TOWELS:** FOR WASHING AND DRYING HANDS.
7. **EQUIPMENT:** EQUIPMENT TO KEEP HOT FOODS 140-160 DEGREES. FROZEN FOODS 0 DEGREES AND COLD FOODS 41 DEGREES. ICE CHESTS W/ICE MAY BE USED.
8. **PAPER GOODS:** SINGLE SERVICE ITEMS ONLY. (STYROFOAM, PAPER CONTAINERS AND PLASTIC UTENSILS).
9. **ICE:** ICE FROM AN APPROVED ICE MANUFACTURER ONLY. ICE MUST BE HELD IN PLASTIC BAGS UNTIL READY FOR USE.