



Celebration of Freedom Vendor Application

Special Events Coordinator
Julie Hepler
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Booth Space 10 x 20

\$100.00 per space

Please read the following Rules and Conditions Carefully

Violations to any rules listed on this application may result in removal from the Crowley Celebration of Freedom event and vendor will no longer eligible for future participation.

1. This is a juried festival requiring June 17, 2019 deadline for application submission. **NO** vendor application will be accepted after 5:00pm on June 17, 2019.
2. Payment **must** accompany application and will be deposited upon receipt. Vendors not accepted will receive a refund within 7-10 days of receipt.
3. Applicants will receive notification of rejection no later than July 1st. No refund will be made for cancellation or removal for cause. Vendor packets should be mailed out 14 days prior to event.
4. Vendors will be assigned a specific location designated by area and booth number. This festival is based on a first come first serve basis and previous vendors are not guaranteed acceptance or their same spot. There will be no guaranteed booth locations or special requests accommodated.
5. The City reserves the right to change booth assignments at any time deemed necessary. A City of Crowley representative will be available to help locate vendor assigned spaces.
6. **Set up/ Tear Down Schedule for ALL VENDORS is as follows:**
 - **Set Up is from 11:00am to 3:00PM.** Vendors must be checked in by 3:00 PM. Unclaimed booth space by 3:00pm maybe forfeited and utilized for other purposes at the event.
 - **ALL VEHICLES MUST BE OUT OF THE BARRICADED FESTIVAL AREA BY 3:00 pm**
 - Vehicles will **NOT** be allowed back into the vendor area until **AFTER THE FIREWORKS SHOW has completed and the crowd has dispersed.**
 - Food Vendors - a health inspector will be by your booth for inspection between 2:30 - 5:00 pm.
 - Those vendors who do not adhere to the set up timetable will have to carry or dolly their goods into the festival area from the vendor parking area.
7. Alcohol is PROHIBITED in the park.
8. Smoking is PROHIBITED in the park except on the paved parking lot. No smoking in vendor area.
9. Recreational Vehicles (RVs, Motorhomes & ATV) are PROHIBITED in the park during the event.
10. There are no electrical or water hook ups for vendor use available at the park. You may provide your own generator.
11. Non-Profits **must** provide a copy of letter from the IRS stating their non-profit status.
12. Vendors are required to furnish their own chairs, tables, awnings, umbrellas and power or water source. Vendors are allowed to stake their tents into the ground.
13. Each vendor will be responsible for his or her own area for trash clean up.
14. NSF Checks must be replaced with a cashier's check or money order. No vendor will be accepted who has not redeemed a NSF check and paid the NSF check fee of \$30.
15. We are a family-friendly festival. As such, profanity or alcohol related products are not permitted. Craft vendors selling crafts with alcohol signage are asked to display products at the back of the booth so that the products are not visible to passerby.
16. To submit an application by mail: City of Crowley, Attn: Julie Hepler, 201 E. Main St., Crowley, Texas 76036 or in person at Crowley City Hall, 201 E Main Street.

Section 1 – Applicant Information			
Name of Business/Organization		Phone Number	
Mailing Address	City	State	Zip
Type of Organization For Profit Non-Profit Other:	If non-profit, attach 501c3		
Email	Website		

Section 2 – Contact Information			
Name of Applicant (must be on site during the event)			
Phone Number	Cell Phone Number		
Address	City	State	Zip
Email			

Section 3 – Set Up			
Select a booth set up (circle all that apply) Food Truck Trailer Tent & Canopy BBQ Pit /Outside grill			
Approximate size of your set up	Number of Parking Passes Request for staff (maximum of 8)		
Have you included a photo of your set up?	Yes	No	
<i>If you will be serving food items, your application will not be considered without a photo of your set up</i>			
List previous festivals where you have participated at as a vendor:			
Does your booth require a generator?	Yes	No	
Will your booth include an enclosed tent?	Yes	No	If yes, a tent permit is required from the Crowley Fire Department

Section 4 – Retail Booths: Apparel, Products, Arts, Crafts, etc.
Detailed Description of Products to be Sold: * Food & Beverages cannot be sold at Retail Booths
Other activities available at your booth (raffle, games, crafts, etc.):

Section 5 – Information Booth: consultant based, political, information
Detailed description of information you will be distributing at your booth space:
Other activities available at your booth (raffle, games, crafts, etc.):

Section 7 a – Insurance Requirements

The City of Crowley has established insurance requirements for those facility users, vendors and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Crowley a certificate of insurance that complies with the requirements referenced below must be furnished.

All special event applicants shall name the City of Crowley as an “Additional Insured” on all policies, and shall reflect this on a Certificate of Liability Insurance. A applicant shall obtain Certificates of Liability Insurance from all vendors participating in this event unless covered under the applicant’s insurance policy. Separate Certificates of Insurance Liability shall be provided by all carnival and amusement companies and firework production companies and shall name the City of Crowley as “Additional Insured.” Additional coverage may be required depending upon the nature and scope of the event. The City of Crowley reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

The certificate must show:

1. The City of Crowley as “Additional Insured.”
2. General Liability Including:
 - Bodily injury
 - Property damage
 - Medical Expense
 - Personal Injury

Section 8 – Terms and Conditions: Please read carefully

1. Merchandise and display of participant is subject to Lessor, The City of Crowley, who reserves the right to require alteration, replacement, and deletions of any material or activity which is deemed inappropriate for the festival.
2. Lessor reserves the right to change booth assignments at any time deemed necessary.
3. **ALL vendor vehicles must be moved out of the festival area by 3:00 pm, parked in the designated vendor parking area and booths should be ready to operate at 3:00 pm. TCHD will begin to inspect food vendor booths at 3:00 pm. Booths must be disassembled after the fireworks show has been completed. NO vehicle will be allowed back in the festival area until AFTER the fireworks show has been completed and the crowd has dispersed.**
4. The undersigned hereby elects to and does release the City of Crowley and its respective officers, agents, and employees for any and all claims, demands, rights, or causes of action of whatsoever kind of nature which the undersigned has ever had or may now have or may hereafter have, whether known or unknown, foreseen or unforeseen, arising from or by reason of or any way connected with any injuries, losses, damages, property damage loss, or the results thereof, which heretofore has even or hereafter may be sustained by the undersigned as a result of or in connection with or arising out of the undersigned’s participation in the City of Crowley Celebration of Freedom festival.
5. The undersigned acknowledges that in the case of severe or hazardous weather or any other act of God, there will be no reimbursement of booth fees or any other monies submitted to the City of Crowley. No money of any kind or amount will be returned except in the case of booth space rejection by the City of Crowley Celebration of Freedom Committee.

Section 9 – Acknowledgement and Signature

I, the undersigned, have read the Celebration of Freedom Participant application rules as well as the above Terms & Conditions, including the release, and understand all terms stated therein. I further understand that any deviation from this application could result in rejection of the application and removal from the Celebration of Freedom event. I execute this release voluntarily and with full knowledge of its significance.

Signature:

Date:

Section 13 – Approval / Denial and Remarks

Included	N/A			Certificate of Liability Insurance Detailed Site Plan Booth layout Map Amusement Ride Certificate of Inspection Tent Permit Application
Public Works	Approved	Denied	Initials	Remarks
Fire Department	Approved	Denied	Initials	Remarks
Police Department	Approved	Denied	Initials	Remarks
Recreation Center	Approved	Denied	Initials	Remarks
City Council	Approved	Denied	Initials	Remarks