



**Vendor Booth Space:**

Arts & Craft - 10' x 10'

Food - 10' x 20'

**Hot Pepper Festival Date:**

Saturday, October 21, 2017

10am - 6pm

Applications will be considered on a "first come, first serve" basis!

**Deadline for Application: Wednesday, October 11, 2017**

**All Applications received AFTER the deadline will be charged a \$20 late fee!**

*The Hot Pepper Festival is an Arts and Crafts Festival and not intended to be a business showcase event. If a business wishes to participate in the Festival, sponsorships are available through the City of Palestine, Hot Pepper Festival Committee. Some businesses may be eligible to host a booth, but must meet all criteria stated below and is subject to approval by the Festival Committee. Please contact the City of Palestine at 903-731-8437 if you have any questions or would like more information about sponsorship opportunities.*

**Art & Craft Booth Fees: \$80, Non Profit \$70 (All Booths Must Be Covered)**

1. **Payment must accompany application form.** Applications will not be reviewed until payment has been received.
2. Two color photos of items sold MUST accompany ALL applications. All photos become the property of the City of Palestine.
3. No beverages or foods may be sold or distributed from Arts & Crafts booths.
4. Acceptance and placement of vendors is at sole discretion of the Hot Pepper Festival Committee.

**Food Booth Fees: \$200, Non Profit \$150 (All Booths Must Be Covered)**

1. **Vendors WILL BE ALLOWED to sell soft drinks.**
2. Designation of specific food, drink, or frozen drink categories must be made at time of application and will be considered on a first come first serve basis. Please indicate the first and second choice of food, drink, or frozen drink. Please include a listing of your menu with prices. Prices must be displayed during festival hours for attendees to view easily.
3. **Food vendors are required to apply for a food permit through the City of Palestine Health Department. Visit our website [www.cityofpalestinetx.com](http://www.cityofpalestinetx.com) for forms or call 903-731-8495.**
4. Once accepted, food categories may not be changed without prior approval.
5. **PROOF of \$1,000,000 Liability Insurance Policy is required of all vendors and a Certificate of Insurance must accompany the application.**
6. All food vendors are responsible for booth trash removal. ***Dumping of Grease or Other Food Waste is Not Allowed (\$200 Fine).***

**Kidz Zone: \$80, Non-Profit \$70 (All Booths Must Be Covered)**

1. **Proof of \$1,000,000 Liability Insurance Policy is required of all Kidz Zone vendors and a Certificate of Insurance must accompany application.** Activities such as face painting or puppet show, which do not require physical participation that could result in bodily harm are exempt.
2. Staking in to the pavement for any reason is not allowed.

**Additional Information**

1. Any violators to any rules listed on this application will not be invited back to future Hot Pepper Festival events.
2. Electricity is \$30 per 110 volt plug and \$40 for 240 volt plug. You MUST include the amperage needed! **Electricity is limited!**
3. 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 booth location. There will be no guaranteed booth locations, but every effort will be made to accommodate specific requests by participants.
4. Set up begins from 5pm – 9pm Friday evening for any vendor, and 6am Saturday for the remaining vendors. A Hot Pepper Festival representative will be available to help locate vendor assigned spaces. Those vendors who do not adhere to their assigned set up time will have to dolly or transport their goods into the festival area by hand.
5. **Vendors are required to have a covered booth.** Vendors are required to furnish their own tables, chairs, awnings and 100ft extension cord. Vendors are not allowed to stake their tents into the ground. Vehicles must be out of the barricaded area by 9am and will not be allowed back until 6pm.
6. Each vendor will be responsible for his or her own trash clean up, and must provide their own trash cans.
7. Applicants will receive notification of rejection before the event. No refund will be made for cancellation or removal for cause.
8. NSF Checks must be replaced with 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 \$25.
9. **Absolutely no Generators will be allowed.**
10. Political booths, raffles, commercial vendors, or information/giveaway booths will be allowed in specific locations.
11. Non-Profits must provide a copy of tax ID Form.

**Office Use Only!**

Date Application Paid: \_\_\_\_\_

**Payment:** Check # \_\_\_\_\_ Money Order # \_\_\_\_\_ Credit: MC Visa Disc Credit Card Confirmation #: \_\_\_\_\_

**Arts & Crafts / Kidz Zone Booth Fee:** \$ \_\_\_\_\_

**Food Vendor Booth Fee:** \$ \_\_\_\_\_

**Electricity:** (\$30 or \$40): \$ \_\_\_\_\_ **Amps:** \_\_\_\_\_ **Number of prongs / wires on plug:** \_\_\_\_\_ **Length of extension cord:** \_\_\_\_\_

(Must be at least 100ft!)

**Water:** YES **NSF (\$25):** \_\_\_\_\_ **Late (\$20):** \$ \_\_\_\_\_ **Total Amount:** \$ \_\_\_\_\_

**TERMS & CONDITIONS**

*See Rules and Regulations Page for Booth Pricing Information*

Please read the Terms & Conditions carefully. Fill out the form below and sign. Submit the application to the City of Palestine, Hot Pepper Festival, 504 N. Queen St. Palestine, Texas 75801, or it can be dropped off in person at City Hall, 504 N. Queen St., Palestine, Texas.

1. Merchandise and display of participant is subject to the Lessor, City of Palestine, who reserves the right to require alternation, 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. The undersigned hereby elects to and does release the City of Palestine 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 now known or unknown, foreseen or unforeseen, arising from or by reason of or any way connected with any injuries, losses, damages, property damage or 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 Palestine's Hot Pepper Festival.
4. 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 Palestine. No money of any kind or amount will be returned except in the case in booth space rejection by the Hot Pepper Festival Committee.

I, the undersigned, have read the Hot Pepper Festival Participant Application Rules as well as the above Terms & Conditions, including the release, and understand all terms stated therein, I execute this release voluntarily and with full knowledge of its significance.

**Business Name:** \_\_\_\_\_

**Texas State Sales Tax Number:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Products to be Sold** (see Rules & Regulations Page): \_\_\_\_\_

**Arts & Crafts / Kidz Zone Booth:** (10'x10' space) Number of spaces: \_\_\_\_\_ x \$80 = \_\_\_\_\_

**Non-Profit A&C / Kidz Zone Booth:** (10'x10' space) Number of spaces: \_\_\_\_\_ x \$70 = \_\_\_\_\_

**Food Booth:** (10'x20' space) Number of spaces: \_\_\_\_\_ x \$200 = \_\_\_\_\_

**Non-Profit Food Booth:** (10'x20' space) Number of spaces: \_\_\_\_\_ x \$150 = \_\_\_\_\_

**Electricity:** **110** (\$30) **240** (\$40) **Number of electric outlets needed:** \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
(circle one)

**How many total needed Amps:** \_\_\_\_\_ **Number of prongs / wires on plug(s):** \_\_\_\_\_ **Length of extension cord:** \_\_\_\_\_  
(Must be at least 100ft!)

**Exactly what equipment will need to be plugged in?** \_\_\_\_\_

Last Year's Booth No.: \_\_\_\_\_ Do you need Corner Booth?: \_\_\_\_\_ If yes, why?: \_\_\_\_\_

**(Food/ Kidz Zone Vendors Only)** Proof of Insurance: Yes or NO Carrier's Phone No.: \_\_\_\_\_  
(circle one)

First Choice of Food/ Drink Items: \_\_\_\_\_

Second Choice: \_\_\_\_\_ **Do you need water hook-up:** Yes or No  
(circle one)

**If you wish to pay with a credit card, please fill out the information below, or call 903.731.8437 to pay over the phone:**

Name on Card: \_\_\_\_\_ CC#: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_ Exp: \_\_\_\_\_ CVV Number: \_\_\_\_\_