



Roanoke Roundup 2020 Vendor Application Packet

Applications Due/Postmarked by April 1, 2020

Dear Roanoke Roundup Vendor applicant:

We invite you to apply to participate in the 5th Annual Roanoke Roundup, which will be held on **May 2, 2020** from 10:00 A.M. – 9:00 P.M.

Please follow all application instructions carefully and note that the deadline for submitting applications is **April 1, 2020**.

Applications can be sent using the following methods:

- Mail (Must be postmarked by April 1, 2020 will be considered on time.)
- E-mail to Haley Archer at harcher@roanoketexas.com
- In-person at Roanoke City Hall, 500 S. Oak Street, Roanoke, Texas 76262
- Online at www.RoanokeRoundup.com

Payment can be made online using PayPal or through the event website. You may also submit payment via check or money order. Cash payments are not accepted.

All applicants will be notified of acceptance or non-acceptance. Checks and photos (if applicable) are returned to applicants not accepted.

The following items must be completed and enclosed for the application to be considered:

- Completed application
- Temporary Food Permit *Required for ALL Food/Beverage Vendors*
- Copy of General Liability Insurance
- Copy of your TABC Temporary Event Permit (if selling alcoholic beverages).
- Copy of Texas Sales Tax and Use Permit
- Total entry fee
- Current photos of your products/menu and overall display (photocopies accepted)
- Notarized Hold Harmless Agreement.

Sincerely,

The Roanoke Roundup Event Committee

Vendor Guidelines

Payment must be submitted to be considered a complete application.
Contact Haley Archer at 817-491-8150 to make payment by phone or for PayPal instructions.

1. Due to the limited number of available booths, the Roanoke Roundup Vendor Committee will select vendors from applications received or postmarked by **April 1, 2020**.
2. Any application submitted or postmarked after this date will be considered late and charged an additional \$25 fee. Late applications are subject to vendor space availability. **Absolutely no applications will be accepted ten (10) days prior to the event date.**
3. Incomplete applications are not accepted. All applicants will be notified by mail or email of acceptance or non-acceptance. Checks and photos are returned to applicants not selected.
4. All applicable permits (Food and/or TABC) must be completed and displayed in your booth area. If you do not have the permit displayed, you will not be allowed to set-up at the event.
5. Submission of application does not guarantee acceptance or placement. The Roanoke Roundup Committee allocates a limited number of spaces for food vendors. Event officials reserve the right to select or reject vendors.
6. If you are selected as a vendor for the event, your payment is **non-refundable**. Communication regarding booth assignments, setup instructions, etc. will be sent out no later than 10 days prior to the event date. Please follow all instructions as provided.
7. Festival vendors may begin set up on **Saturday, May 2 at 7:00 A.M. Switching or moving vendor booths is not permitted for any reason.** All vendors must be set up by 10:00 AM when the festival begins.
8. VEHICLES FOR FOOD TRAILERS OR EQUIPMENT WILL HAVE LIMITED ACCESS TO THE EVENT AREA FOR **DROP-OFF ONLY**. Do not leave your vehicle parked in the event area while completing set-up. Friday is available for your convenience and preferred.
9. **Vendors are required to stay open throughout the day, from 10:00 AM to 8:00 PM.** You may begin to shut down and close your booth anytime between 8:00-9:00 PM.
10. **Movement of street barricades will result in expulsion from the event and subject to fines.**
11. The Roanoke Roundup is an **outdoor, rain or shine event**. No refunds will be given for inclement weather.
12. Vendors can select various options for their booth space including size, electricity and other commodities. Options and prices are listed on page four (4) of this application.
13. ***NEW FOR 2020*** If vendors select to bring their own tent, table and chairs. The City will provide anchors and tie downs to secure the tent. Tent stability will be inspected by the city Fire Department.
14. Vendors must supply their own extension cords, lighting and cord coverings.
15. All Vendor items, sold and displayed, must be contained within booth area.
16. You and/or your representative must be present at your assigned booth at all times.
17. The City of Roanoke does not assume responsibility for damage or theft of your property.
18. Vendors are responsible for submitting all applicable taxes directly to the proper agency.
19. Pets are permitted, but must be on a leash at all times.

Roanoke Roundup 2020 Application Form

APPLICATION DEADLINE: APRIL 1, 2020

Check, money order or PayPal only. Cash not accepted

Vendor Application and fee may also be submitted online: www.roanokeroundup.com

General Vendor Information

Vendor Company Name: _____

Vendor Mailing Address: _____

Street Address

City

State

Zip

Vendor Contact Name: _____

Event Day Contact Name (if Different): _____

Vendor Phone#: _____ During Event (if Different): _____

Vendor Email: _____

Business Website: _____

TX Sales Tax#: _____

How did you hear about Roanoke Roundup 2020? Please select one.

- Returning Vendor
- City Website
- North Texas Festival Website
- Newspaper Ad
- Social Media Ad
- Word of Mouth
- Flyer/Poster
- Other: _____

Please check **ONLY ONE** box for the category that best applies your Food Service event set-up:

- Booth Style Food Vendor
- Food Trailer
- Food Truck
- Beverages

Description of items to be displayed/sold: _____

Vendor Booth Specifications

I will bring my own tent, table and chairs ***NEW FOR 2020***
Discounted Price: 25% OFF

	Price	Selections
<input type="checkbox"/> One 10' x 10' space	\$112.50	_____
<input type="checkbox"/> One 10' x 20' space or Food Truck/Trailer	\$225.00	_____
 "Fully Furnished" (Tent, Table and Chairs provided)		
<input type="checkbox"/> One 10' x 10' space: One 6' table and two chairs.	\$150.00	_____
<input type="checkbox"/> One 10' x 20' space: Two 6' tables and four chairs.	\$300.00	_____

Power is not included with your Vendor Fee.
Power is supplied ONLY by request to booth-style Vendors.

Do you need power? **Please select ONE option below.**

<input type="checkbox"/> I am a Food Truck/Trailer and understand I must supply my own power.	\$ 0.00	_____
<input type="checkbox"/> Yes, I need basic power only (110 V).	\$ 50.00	_____
<input type="checkbox"/> Yes, but I need more than basic power.* *Must describe below*	\$100.00	_____

Temporary Food Permit Fee (Required for all food/beverage vendors)	\$100.00	_____ \$100.00
Late application fee (if submitting after April 1st, 2020)	\$ 25.00	_____
TOTAL		_____

Please **SPECIFICALLY** describe your additional power needs here if you have selected it:

Application Acknowledgement and Signature

Forms may be submitted in-person Monday-Friday, 8:00 A.M.-5:00 P.M., with the exception of government holidays. All applicants will be notified of acceptance or non-acceptance. **Submission of application does not guarantee acceptance or placement.** The committee makes an effort to select non-duplicate vendors for participation but exclusivity is not guaranteed for your products or services. Festival officials reserve the right to select or reject vendors.

RULES OF CONDUCT

1. All exhibitors are expected to conduct themselves in a professional manner, according to the rules of this agreement.
2. Any unruly conduct, refusal to follow rules or use of foul language to festival patrons or personnel will be considered grounds for expulsion from the festival. Exhibitor will not be invited to return to subsequent festivals.
3. I understand that no refunds will be given for any reason after my application is received and accepted.
4. I understand that if I select to bring my own tent, tables and chairs there may not be extra items available on event day should I not ensure my own are available for the event.
5. I will have no illegal substances or weapons on my person, in my booth or in my vehicle during the event.
6. I agree with the guidelines provided to me in this packet.
7. I agree to follow all rules and regulations set forth by event staff and understand that failure to do so can result in my immediate expulsion from the event.
8. I understand that if I am a food truck or trailer I must supply my own power.
9. I understand that the City will schedule Health and Fire Inspections as applicable.
10. My signature acknowledges that I will be present and my booth will be open during all advertised hours of the Roanoke Roundup.

Vendor Representative Printed Name: _____

Vendor Representative Signature: _____

Date: _____

Application and Payment Submission

Application submission deadline is April 1, 2020. Applications submitted after this date require a \$25.00 late fee. To submit your application, please include all items from the checklist on page one (1). Your application and payment may be submitted by one of the following ways:

Mail:
City of Roanoke
ATTN: Roanoke Roundup 2020
500 S. Oak Street
Roanoke, Texas 76262

In-Person
Roanoke City Hall
To Haley Archer
500 S. Oak Street
Roanoke, Texas 76262

Email (**Application ONLY**)
harcher@roanoketexas.com

By phone/Paypal
(PAYMENT ONLY)
Call Haley Archer 817-491-8150

Hold Harmless and Indemnity Agreement 2020

I, _____, the undersigned, binding my heirs, executors, administrators, estate and assigns, do hereby agree to completely and wholly release, indemnify and hold harmless the City of Roanoke, its officers, agents, independent contractors and employees for any and all claims, damages, harm, personal injury, including death, property damage, lawsuits and judgments, including court costs, expenses and reasonable attorney's fees, and all other expenses resulting from the activities, programs and events occurring on the above-stated date of the stated event in Roanoke, Texas.

It is the understanding of all parties that this release, indemnity and hold harmless agreement shall apply whether or not the claims, damages, harm, personal injury, including death, property damages, lawsuits judgments, court costs, attorney's fees, or any other expense arise from the negligence of whatever nature, omissions, willful or intentional acts of the vendors of vendor's officers, agents employees, independent contractors, other representatives, invites, licenses, or guests.

If this vendor is other than an individual, vendor certifies, warrants and represents that the individual whose signature appears below is duly authorized to execute the agreement on behalf of the firm, corporation, partnership or other entity who is the vendor.

It is understood that this agreement will be applicable for the 2020 calendar year. This agreement includes participation in any and/or all of the following events where vendors are accepted such as It's Time Texas Community Challenge, Roanoke Valentines Dance, Roanoke Fishing in the Park, Evenings on Oak Street Concert Series, Roanoke Easter Event, Farmers Market, Roanoke Roundup, Independence Day Celebration, Prevent & Protect Shred Event, Celebrate Roanoke!, Roanoke Old-Fashioned Christmas Parade & Event, as well as any and all City sponsored and/or partnered events that may be planned and participated in during the year.

IN WITNESS WHEREOF, this agreement has been executed this _____ day of _____
20____.

Vendor Business Name: _____
Signature: _____
Printed Name: _____
Title: _____

STATE OF _____ COUNTY OF _____

Before me _____ on this day personally appeared _____
Notary Name Print Individual Print Name
known to me (or proved to me on the oath of _____) or through _____
(Description of identity documentation)

to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D. _____.
Day Month Year
[Notary Seal Stamp Below]

Notary Public In and For the State of _____

My Commission Expires: _____