



Saturday, May 21, 2016
Vendor Application
Capp Smith Park * 5800 Robin Drive
10:00 a.m. - 11:00 p.m.

BUSINESS NAME: _____ **CONTACT:** _____

ADDRESS: _____

CITY: _____ **ST.:** _____ **ZIP:** _____

DAYTIME PHONE: _____ **EVENING PHONE:** _____

FAX: _____ **E-MAIL ADDRESS:** _____

CELL: _____

1 DAY Saturday Your Own Generator AMOUNT DUE

<input type="checkbox"/>	Arts & Crafts Booth 12x 12' Space	\$75.00		
<input type="checkbox"/>	Business Vendor Booth 12'x 12' Space	\$75.00		
<input type="checkbox"/>	Children's Activities			

Items being sold or displayed: _____

All Concession/Food Vendors are required to obtain and display certification from the Tarrant County Health Department
 . ALL Applications and payments must be received by 5:00 pm Friday, MAY 6, 2016.

Checks, Visa, MasterCard and Money orders Accepted.

Vendor Spot Assigned _____

To pay by Visa or MasterCard, please complete the following:

Visa **Mastercard** CVC _____

Account #: _____ Exp. Date: _____

Make checks payable to CITY OF WATAUGA. *Do not send cash through the mail.*

MAIL APPLICATION AND PAYMENT TO:
 Wild West Watauga Fest 2016
 7901 Indian Springs Rd.
 Watauga TX 76148

FOR INFORMATION:
 PH#: (817) 514.5892
 FAX: (817) 281.1568
 E-MAIL: vwickers@cowtx.org

In office use Only:

Date Received:

Amount Paid: _____

Type of Payment: _____

Received by _____

Approved: _____

Returned: _____

"For listings of other events in your area, visit [EventLister.com](http://www.EventLister.com). Our events are at <http://www.CraftLister.com/PJsPromotions/>"

1. Booth space is approximately 12' x 12'.
2. No merchandise outside of designated booth space.
3. Set up time: Saturday, May 21, 2016 at 7:00 a.m. **ALL** vendors must be set up no later than 9:00 a.m. **NO VEHICLE WILL BE ALLOWED INTO THE SITE.**
4. You will be required to supply your own chairs, tables, tents, display boards, tarps, etc.
5. Electricity is not available.
6. No food sales, including canned or bottled drinks, are permitted in the Arts & Crafts booths.
7. The City of Watauga, its employees, and staff reserve the right to request the removal of any items deemed to be illegal or in poor taste. Vendors considered to be in violation may be asked to leave the premises immediately.
8. The City of Watauga, its employees, and staff are not responsible for duplication of items among vendors.
9. All decisions made will be final.
10. The City of Watauga is not responsible for any lost or stolen merchandise.
11. The City of Watauga sales tax rate is 8.25%.
12. The City of Watauga reserves the right to exclude certain products, services, or advertising to protect sponsorship agreements and endorsements.
13. No animals will be sold.
14. No fireworks will be sold.
15. No distribution of political/campaigning material allowed outside of your designated booth area.
16. No roaming vendors allowed.
17. All vendors must park in designated vendor parking lot. Two parking passes per booth.
18. No RV parking is available or allowed.
19. All Vendors must remove ALL items at the end of the day including trash and debris.

FOOD VENDOR GUIDELINES

1. Booth space is approximately 9' x 20'.
2. Set up time: Please schedule in advance for set up day and time by calling 817-514-5892.
3. All Food Vendors must have a Food Handler Certificate from the Tarrant County Health Department. Contact Judy Williams at 817-321-4966 at your earliest convenience. We recommend this be done no later than two weeks in advance.
4. You will be required to supply your own chairs, tables, display boards, tents and tarps, etc.
5. Booths and /or food items may not be shared with other vendors.
6. Booth must comply with all City and County Health Department regulations (see attached Outdoor Special Event Requirements).
7. Vendors will be responsible for equipping their booths with a fire extinguisher (typically, one 2A-10BC rated fire extinguisher). Vendors must equip their booths with hand washing facilities in compliance with the City and County Health Department regulations.
8. Smoking is not allowed in food booths.
9. Booths will be inspected by the Fire Marshall and County Health Department.
10. All decisions made by the City of Watauga and Tarrant County Health Department will be final.
11. Any concessions trailers must be self-contained and will require approval of the City of Watauga, Fire Marshall and County Health Department.
12. The City of Watauga is not responsible for any lost or stolen merchandise.
13. The City of Watauga sales tax rate is 8.25%.
14. No distribution of political/campaigning material allowed from concession vendors.
15. No roaming vendors allowed.
16. All vendors must park in designated vendor parking lot.
17. No RV parking is available.
18. All Vendors must remove ALL items at the end of the day including trash and debris.

Sign Back

- **APPLIES TO ALL VENDORS:**

No refunds will be given.

RAIN POLICY: In the event that it should rain, management will make every reasonable effort to proceed with the event. If, due to inclement weather the festival grounds are deemed unsafe for staff, vendors and/or festival patrons, the City of Watauga reserves the right to cancel the event at its sole discretion and NO REFUNDS will be given.

Vendor spaces may not be shared.

Vendor spaces may be assigned.

By signing below I attest that I have read and agree to abide by all rules and guidelines governing the City of Watauga. I hereby relieve the City of Watauga, its staff, agents, members and volunteers from all liability during my participation in the Wild West Watauga Fest 2015. I understand the City of Watauga is not responsible for any injury or damage that may occur to me, my assistants, vehicle equipment, supplies, wares and other personal belongings during my participation in this event.

By signing below I give permission for any pictures taken of myself or my child's participation in this a City sponsored event to be used on the City of Watauga Cable Channel, web site and/or City related printed materials. Any pictures used by the City of Watauga are for citywide use and not for profit.

Signature

Date

For office use only

Tarrant County Permit

Date Received: _____

Received by: _____

Approved: _____

Denied: _____

Date Received:	
Receipt #:	
Received by:	





OUTDOOR SPECIAL EVENT REQUIREMENTS

Plans

- Detailed Site plans with all vendors, rides, and equipment location must be submitted to Permit Department at least 15 days prior to the scheduled opening of the show. It is not necessary to show the details of individual booths or tents.

General Safety & Needs

- Tents (over 200 square feet) must meet the 2003 International Fire Code,
- All temporary electrical wiring shall be installed in accordance with the 2005 National Electrical Code
- Stages and platforms must meet the 2003 International Building Code – Section 410
- Trip hazards – electrical cords or other obstacles must be clear of foot traffic.
- Temporary Heating devices shall be used in accordance with the 2003 International Fire Code. (Fire Marshal Approval Required)
- Secure compressed gas cylinders to prevent cylinders from falling or being knocked over.

Sanitation

- Provide adequate restroom facilities for projected attendance. (Final approval on # required and placement location to be determined by Building Official)
- All waste shall be collected as it accumulates, and stored in non-combustible, covered containers, which are emptied as necessary, but as a minimum at the close of each day.
- Each exhibitor shall provide an approved non-combustible container, with an approved cover, for daily accumulation of waste material.

Fire Department Access

- Fire lanes shall not be obstructed or barricaded at any time in any manner. Vehicles shall not be parked in designated fire lanes at any time.
- Fire hydrants and fire department connections must be maintained with a 3-foot clearance, and no parking within 15 ft. of fire hydrant
- Access for Fire and EMS must be maintained if event is not on improved surfaces. (Fire Marshal Approval required)
- Temporary Fire Lanes may be required (Fire Marshal Approval required)

Sources of Ignition

- “NO SMOKING” signs shall be posted throughout those areas designated by the Fire Marshal where smoking is prohibited, which includes all tents.
- All hay and straw shall be flame retardant or covered with a flame retardant tarpaulin.
- Sawdust and shavings shall be maintained flameproof at all times, by wetting down each day.
- Open flames, and burning or smoke-emitting materials when used as a part of an act, display, or show are prohibited unless permitted and approved prior to the event by the Fire Marshal.

Fire Extinguishers

- Typically, one 2A-10BC rated fire extinguisher shall be provided for every booth, display, ride or concession.
- Extinguishers shall be inspected annually for proper maintenance and tagged by state licensed individuals.
- Extinguisher must be recharged or replaced immediately after use.



OUTDOOR SPECIAL EVENT REQUIREMENTS

Food Concession Providers

- Tarrant County Health Department Temporary Food Establishment Inspection required
- Booths or Concessions used for cooking will have a 10-foot clearance on two sides and a 10-foot clearance from any amusement equipment or ride
- Absolutely no one under the age of sixteen allowed in food concession booths (unless prior approval by Fire Marshal)

Enclosed trailer or Vehicle:

- Commercial cooking which produces grease laden vapors shall be equipped with ventilation hoods and approved automatic extinguishing systems
- One Class K rated fire extinguisher shall be provided within 30 feet of food processing equipment which produces grease-laden vapors.
- One 2A-10BC rated fire extinguisher shall be provided for every booth
- Extinguishers shall be inspected annually and Extinguishing systems semi-annually for proper maintenance and tagged by state licensed individuals.
- Exit ways shall be clear of obstructions.

Outdoor Cooking and Food Service:

- No Open flame cooking is allowed (Unless prior permission is given by Fire Marshal)
- Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet
- One Class K rated fire extinguisher shall be provided within 30 feet of food processing equipment which produces grease-laden vapors.
- One 2A-10BC rated fire extinguisher shall be provided for every booth
- Extinguishers shall be inspected annually
- Secure compressed gas cylinders to prevent cylinders from falling or being knocked over, and store away from heat source
- Exit ways shall be clear of obstructions.

IF YOU HAVE ANY FURTHER QUESTIONS PLEASE CONTACT THE FIRE MARSHAL OFFICE AT (817) 514-5880