



Dear Vendor,

We invite you to participate in the third annual Summer Sizzle hosted by the City of Mesquite. This year's event will be held on **Saturday, June 9 from noon to 10:00 p.m. at Paschall Park**. Last year, over 3,500 people came out to enjoy the kick off to summer event, and this year we are expecting an even bigger crowd. The event will feature kid's activities, live music stage, family games, a bark zone, mud volleyball tournament and fireworks show.

We are seeking artisan, arts and crafts, and boutique vendors to participate in this event. In effort to ensure the success of our vendors, we will jury all applications. Vendors will be selected on quality of products and on a first-come, first-served basis. To guarantee booth space, applications must be submitted by **5 p.m., Wednesday, June 6, 2018**. Incomplete paperwork will not be accepted. Booth space is limited.

If you have any questions, please feel free to contact me at 972.216.6499 or ylane@cityofmesquite.com. Thank you and we look forward to having you at Summer Sizzle 2018!

Sincerely,

Yvonne Lane

Special Events & Sponsorships Coordinator

City of Mesquite
1515 North Galloway Avenue
P.O. Box 850137
Mesquite, TX 75185-0137
972.216.6499 (O) | 972.216.8102 (F)



Paperwork Checklist

This is only a checklist; please make sure to read all documents thoroughly to ensure all paperwork and required forms are completed and submitted.

Required Forms:

Return to Summer Sizzle

- Vendor Application Form (**Form A1**)
- Item Description (**Form A2**)
- Vendor Rules and Agreement (**Form B1 & B2**)
- Criminal Background Agreement (**Form C1**)
- Booth Fee



Artisan Vendor Booth Registration Form

Vendor name to appear on printed materials

Contact Name

Phone number

Email address

Mailing address

City

Zip

Booth Fees:

*(Booth fees includes; space and one vendor parking pass. Tables, chairs, tents and other accessories are the responsibility of the vendor. Electricity will **NOT** be available.)*

_____ 10 x 10 booth Space: \$10

_____ 10 x 20 booth Space: \$25

PAYMENT METHOD:

____ MasterCard ____ Visa ____ Check or Money Order

____ Cash

Checks should be made payable to the City of Mesquite.

Card number

CVV #

____/____/_____
Expiration date

Card holder name - please print

Signature



Artisans Event Rules and Regulations

FESTIVAL HOURS

- **Saturday, June 9, 2018, 12:00 p.m. – 9:30 p.m.**
- Vendors are required to staff their booths during the hours the festival is open.

APPLICATIONS

- The deadline for applications and entry fees is **5 p.m., Wednesday, June 6, 2018.**
- Summer Sizzle is a rain or shine event. No refunds will be given for inclement weather.
- Vendors will not be permitted to load out early unless the festival is cancelled due to extreme weather conditions.
- Vendors gourmet packaged or jarred food items, artwork or hand-made creations must have a valid Texas Sales Tax ID number and may not sell any items outside of their particular classification, or risk removal from the event.

SETUP & DISPLAY

- Summer Sizzle management will assign booth spaces and reserves the right to make location changes with no advance notice to the vendor. **Vendors may not change spaces or move their displays without the prior consent of the event staff.**
- Vendors must secure any signs and displays with weights, weighted blocks or buckets. No in-ground staking, such as those that can be driven into the ground with a hammer, is permitted. Displays must not encroach into the spaces of other vendors, nor will they be permitted to be larger than what appears on application.
- Displays will be subject to City of Mesquite inspections.
- Vendors selling any type of food items must secure all applicable permits, including a City of Mesquite Health Department special event food service permit, **PRIOR** to the event.

PARKING AND LOAD-IN/LOAD-OUT

- **Vendors will be assigned specific load in times.**
- Two parking spot in a reserved lot will be allocated per vendor for workers. Additional vehicles will need to park in the general parking lot.
- All vendors **MUST** complete set-up and be ready for business by **11:30 a.m. Saturday.**
- Load out will be permitted at the conclusion of the fireworks display and once the Fire & Police Departments deem the venue safe for vehicles. The anticipated time is 9:45 p.m.

VENUE

- Event staff reserves the right to stop or remove any vendor, or his or her representative, for performing any act or practice deemed to be offensive, obscene or objectionable from the festival.
- Event staff reserves the right to alter vendor displays or to require the vendor to alter their display due to safety concerns.

VENDOR INITIALS _____

VENDOR AGREEMENT:

My entry implies my willingness to abide by all event rules if accepted. My booth will be open and manned during all event hours and I understand **I may not dismantle my set up or begin loading out until after the fireworks display on Saturday, June 9, 2018. Failure to abide by these policies will disqualify me from next year's event.**

I will take full responsibility for the safety of my employees, my work and myself. I will indemnify the City of Mesquite and will hold the City, its staff, volunteers, or event sponsors harmless for any personal liability claims and loss or damage of goods that may arise from participation in Summer Sizzle 2018.

I understand my booth, display and vended items must be consistent with what was submitted for acceptance and if deemed inconsistent or obscene by festival management, I will be asked to leave the event and forfeit any fees paid.

Printed Name: _____

Signature: _____ Date: _____

Return Forms & Payments

Via mail to:

Mesquite Parks and Recreation Department P.O. Box 850137 Mesquite, TX 75185-0137

Via email to:

Yvonne Lane, ylane@cityofmesquite.com

Via fax to:

972.216.8102

In Person to:

Mesquite Parks and Recreation Administration Office, 1515 N. Galloway Ave. 75149

Questions:

Yvonne Lane, (972) 216-6499

City of Mesquite Health Permit:

Barry Jenkins, (972) 216-8138

Criminal Background Investigation Policy and Disqualifiers For City Sponsored Special Events

The City of Mesquite, Texas, herein after referred to as the "City" has a desire to protect the safety and welfare of its citizens, including its youth and children, during their participation in and attendance at all festivals and special events that occur on or in City owned or leased property. Recognizing the nation-wide incidence of crimes against children, the City believes that taking pro-active steps to protect youth and children participating in and attending such events is in the best interest of the public.

Consequently, as a condition of accepting this vendor agreement for City sponsored special events, Vendor agrees to certify that any and all of its employees, independent contractors and agents who will be in attendance at City sponsored special events will have successfully completed a criminal background check.

Grounds for Disqualification

An individual convicted of any of the following criminal offenses provided herein shall be disqualified from participation as a vendor and employee/independent contractor for such vendor at any City sponsored special event.

Sexual assault/abuse	Kidnapping
Assault	Crimes against children, elderly or disabled
Indecent exposure	Murder
Homicide	Distribution of any controlled substance

Vendor agrees to indemnify the City of Mesquite for any liability or harm resulting from Vendor's failure to conduct or obtain a satisfactory criminal background check or its failure to review or respond to the results of a criminal background check conducted on its employees, independent contractors and agents assigned to perform services at a City of Mesquite sponsored event.

I have read the above criminal background check policy for the City of Mesquite and understand and agree to its terms.

Vendor Name

Vendor Signature

Date