



Dear Vendor,

The City of Mesquite is pleased to announce this year's PumpkinFest event set for **Saturday, October 19th from Noon to 6:00 p.m.** at Valley Creek Park located at 2482 Pioneer Rd. in Mesquite, Texas. We would like to invite you to participate as a vendor in this event.

In the past, over 5,000 people came out to enjoy the event, and this year we are expecting an even bigger crowd. The event will feature professional knights jousting tournaments, birds of prey shows, puppet and ghost-telling shows, kid's activities, live music, carnival games, contests, vendors and more.

Applications must be submitted by **5:00 p.m., Friday, October 11, 2019**. Incomplete paperwork will not be accepted. Please note applications are accepted on a first-come first-served basis. Payment must be made at the time of application. Booth space is limited and sold out quickly last year.

This year the event will promote a "Trick or Treat Vendor Village" and provide children with Trick or Treat bags to collect candy, stickers or other treats from the vendors. We are asking all vendors to participate in passing out candy or treats to the children during the event.

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 PumpkinFest 2019!

Sincerely,

Yvonne Lane

Yvonne Lane
Special Events & Sponsorship 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 the Parks and Recreation Department

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



Vendor 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 only. Tables, chairs, tents and other accessories are the responsibility of the vendor. Electricity will **NOT** be available.)* **All booths must pass out candy or other treats & trinkets to children for Trick or Treat in Vendor's Alley for the duration of the event to receive the discounted rate.**

_____ 10 x 10 booth Space: ~~\$150~~ \$75

_____ 10 x 20 booth Space: ~~\$225~~ \$100

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



Event Rules and Regulations

EVENT HOURS

- **Saturday, October 19, 2019, Noon – 6:00 p.m. at Valley Creek Park**
- Vendors are required to staff their booths for the entire duration of the event.

APPLICATIONS

- The deadline for applications and entry fees is **5 p.m., Friday, October 11, 2019.**
- Incomplete applications will not be accepted. Payment is due at the time of application.
- Pumpkinfest 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 event is cancelled due to extreme weather conditions.
- In the case that the event is cancelled by the Event Management - booth fee will be refunded within 15 working days.

SETUP & DISPLAY

We have established design and presentation parameters to create a professional, yet festive atmosphere for our event attendees. Your adherence to these guidelines is vital to maintain a continued high quality environment at the 2019 Pumpkinfest event. The Event Management reserve the right to determine the appropriateness of a display or exhibit. The following rules will be strictly enforced:

- Access to power and water **WILL NOT** be provided by the event.
- Event Management will assign vendor 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 are required to display a sign or banner identifying their business. The most appropriate banner size is 8' x 30". Signs need to be professionally created or vendors may use a chalkboard display signs. No signs can be located on the asphalt or sidewalk as this impedes access.
- 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.
- Vendors must setup within the allotted assigned space.
- Tent canopies should be in good condition and of the same color.
- Displays in any booth may not exceed an eight foot (8') back height including signage.
- Table covers must be uniform and extend to the floor. Storage of supplies or boxes must be out of view.
- Decorating your booth with Halloween decorations is encouraged Decorations must be in good taste and not interfere with neighboring vendors. Your representatives may wear costumes.
- Displays will be subject to City of Mesquite inspections.
- **Vendors agree to provide candy to be passed out to all the children** that will be trick or treating during the duration of the event.

PARKING AND LOAD-IN/LOAD-OUT

- **All participating vendors MUST strictly adhere to load-in/load-out schedules.**
- **Vendors** may load-in at the following times:
 - Friday, October 18, 2019 from 10:00 a.m. to 3:00 p.m.
 - Saturday, October 19, 2019 from 8 a.m. to 10:30 a.m.
- All vendors **MUST** complete set-up and be ready for business by **11:30 a.m. Saturday**. No vehicle load-in will take place after 10:30 a.m.
- Load out will be permitted at the conclusion of the event once Pumpkinfest Management deem the venue safe for vehicles. The anticipated time is 6:15 p.m.

VENDOR INITIALS _____

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 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 the conclusion of the event. 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 PumpkinFest 2019.

I understand my truck, 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

To the extent permitted by law, 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