



Dear Food Vendor,

Thank you for your interest in participating in the 36th Annual Christmas in the Park festival hosted by the City of Mesquite Parks and Recreation Department. The two-day holiday celebration will be on **Saturday, December 3rd & Sunday, December 4th from 2 pm to 7 pm** at West Lake Park located at 600 Gross Rd. in Mesquite Texas. The event will feature kid's activities, live musical performances, carnival games, inflatables, marshmallow roasting, Ms. Claus Storytime, free coco, arts & crafts, a parade with floats, contests, photos with Santa Claus, and a fireworks display.

To guarantee booth space, applications must be submitted by **5:00 p.m., Friday, November 17, 2022**. Incomplete paperwork will not be accepted. Booth space is limited. The Christmas in the Park event sells out quickly as only a limited amount of food vendors are selected. Submit your applications early for the best opportunity to serve food at 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 Christmas in the Park in 2022!

Sincerely,

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 & Recreation Department

- Food Vendor Application Form & Menu Item Description (**Form A1 & A2**)
- Food Vendor Agreement (**Form B1 & B2**)
- Food Vendor Booth Measurements & Diagram (**Form D1**)
- Criminal Background Agreement (**Form E1**)
- Booth Fee

Return Directly to Health Department

- Completed Temporary Food Permit
- Certificate of General Liability Insurance
- Texas Sales Tax Permit
- Copies of food handler's cards for each employee working
- Copy of Food Managers Certificate



Food Vendor Application Form

Name to appear on printed materials

Contact Name

Phone number

Email address

Mailing address

City

Zip

Booth Fees:

- **Dec 3 & 4** - (Booth fees for both days include space and one vendor parking pass. Tables, chairs, tents, power, and other accessories are the responsibility of the vendor.)
- *All Food Vendors must supply their own power or generator*

_____ 10 x 20 Booth Space: \$200

_____ 10 x 40 Booth Space: \$300

PAYMENT METHOD:

___ MasterCard

___ Visa

___ Check or Money Order

___ Cash

Checks should be made payable to the City of Mesquite.

Card number

CVV #

____/____/____
Expiration date

Cardholder name - please print

Signature

2022 Christmas Food Vendor Agreement

FESTIVAL HOURS

- **Saturday & Sunday, December 3 & 4, 2022, 1:00 p.m. – 7:00 p.m. Vendors are REQUIRED to attend BOTH DAYS in attending at Christmas in the Park**
- Food Vendors are required to staff their booths for the entire duration (2days) of the event.

APPLICATIONS

- The deadline for applications and entry fees is **5 p.m., Friday, November 17, 2022.**
- Incomplete applications will not be accepted. Payment is due at the time of application.
- Christmas in the Park 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 canceled due to extreme weather conditions. Vendors must be present on both Saturday & Sunday.

FOOD VENDORS RULES

- Food Vendors must secure all applicable permits, including a City of Mesquite Health Department special event food service permit, **PRIOR** to the event. The Mesquite Health Department can be reached at **972-216-8138.**
- **Fire Administration MUST inspect all food trucks prior to the event. Food Vendors are responsible to schedule an appointment by contacting the Mesquite Fire Administration at 972-216-6267.**
- Food Vendors must submit proof prior to the event that applicable permits and inspections have been completed by November 24, 2022.

SETUP & DISPLAY

We have established design and presentation parameters to create a professional, yet festive atmosphere for our Festival goers. Your adherence to these guidelines is vital to maintain a continued high-quality environment at the 2022 Christmas in the Park event. The Event Management reserves the right to determine the appropriateness of a display or exhibit. The following rules will be strictly enforced:

- Trucks/Vendors must provide their own power/generators and water. Access to power **WILL NOT** be provided.
- Event Management will assign vendor spaces upon arrival and reserves the right to make location changes with no advance notice to the vendor. **Food Vendors may not change spaces or move their displays without the prior consent of the event staff.**
- Food vendors are required to display a sign or banner identifying their business. The most appropriate banner size is 8' x 30". Food vendors are required to post menus and prices on a sign, easily seen by the public, no smaller than 22" x 28", and should not be handwritten. Signs need to be professionally created or vendors may use a chalkboard display sign. No signs can be located on the asphalt 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 the application.
- Tent canopies should be in good condition and of the same color.
- Vendors are allowed to drive on the grass to drop food trailers, tents, and equipment. Once the vehicle is unloaded all vehicles must be moved to the designated Vendors' Parking area. **NO VEHICLES** are allowed to be parked in the Food Court area. The Food Court area must be cleared of all vehicles by 1:00 PM. After 1:00 PM all items must be hand carried or carted in.
- Displays in any booth may not exceed an eight-foot (8') back height including signage.
- Decorating your booth with Christmas decorations is highly encouraged. Decorations must be in good taste and not interfere with neighboring vendors.
- Displays will be subject to City of Mesquite inspections.

VENDOR INITIALS _____

PARKING AND LOAD-IN/LOAD-OUT

- One parking spot in a reserved lot will be allocated per Food Vendors. Additional vehicles will need to park in the general parking lot.
- All vendors **MUST** complete set-up and be ready for service by **1:00 p.m. Saturday and Sunday**. Vendors may set up on Friday, December 2nd with prior approval from Event Management.
- 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 7:45 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.

FOOD VENDORS AGREEMENT:

My entry implies my willingness to abide by all event rules if accepted. My Food booth will be open and manned during all event hours and I understand **I may not dismantle my setup or begin loading out until after the fireworks display on Saturday, December 3, and Sunday, December 4, 2022. 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 Christmas in the Park 2022.

I understand my booth, display, and menu must be consistent with what was submitted for acceptance and if deemed inconsistent or obscene by the 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

In Person to:

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

Questions for Event:

Yvonne Lane, 972.216.6499

FOR HEALTH PERMIT QUESTIONS & APPLICATIONS PLEASE CALL:

City of Mesquite Health Permit:

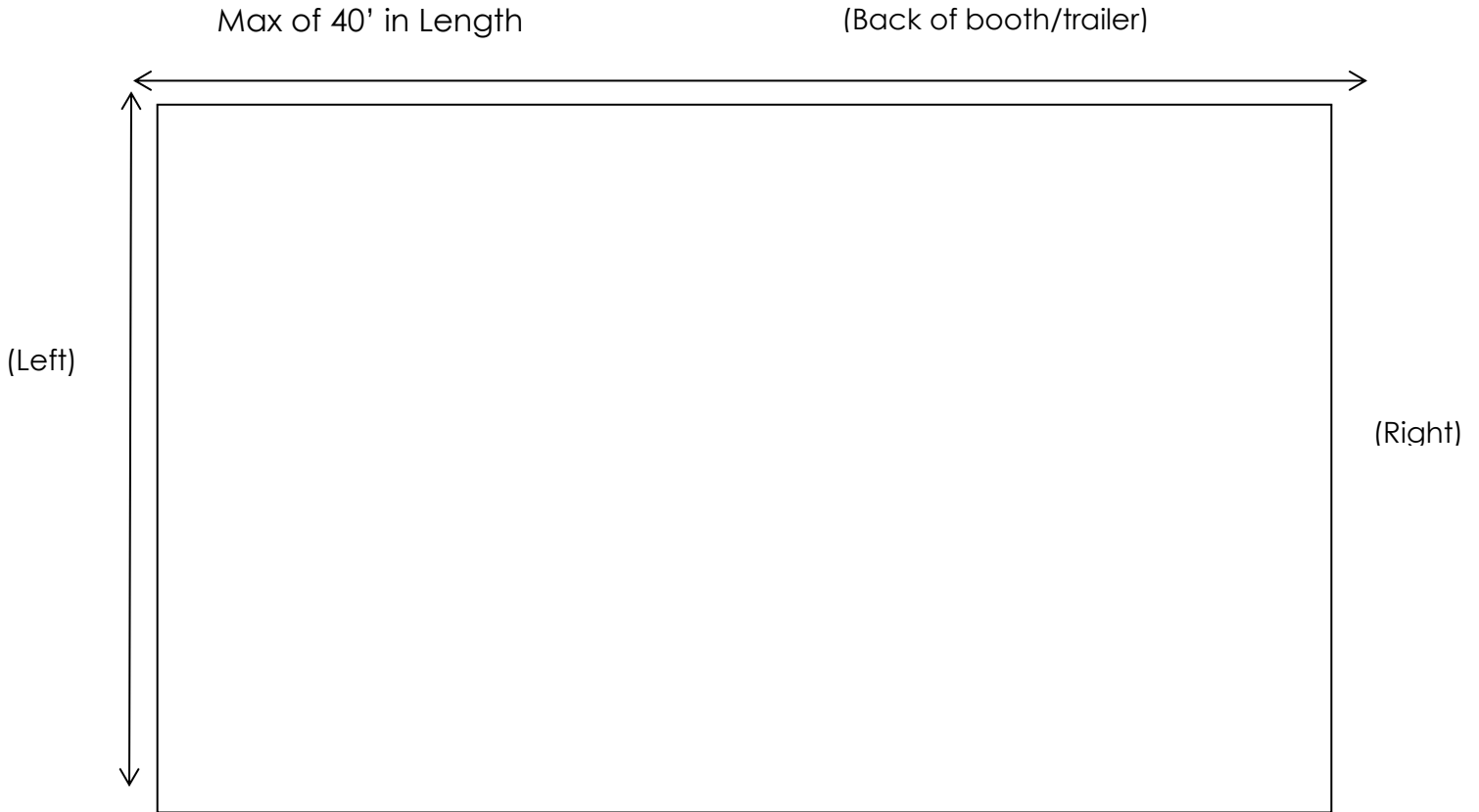
Barry Jenkins, 972-216-8138

City of Mesquite Fire Inspection:

Alfred Pastor, 972-216-6267

Food Booth Measurements & Diagram

Draw a diagram of your booth/trailer and how it will sit in the designated space. Include length (**including hitch**) & width, where your serving window is and locations of awnings (include dimensions). Booth spaces cannot exceed 40 feet in length and your trailer/booth (including hitch) must fit inside this area. If you require more space please inform us no later November 17, 2022 so we can look at possible solutions.



Booth/ Trailer Length: _____ ft. **(INCLUDE HITCH)**

Booth/Trailer Width: _____ ft.

Awning
Location: _____
Width: _____ ft.
Length: _____ ft.

Serving Window Location: _____

Main Contact: _____

Contact Number: _____

Criminal Background Investigation Policy and Disqualifiers For City Sponsored Special Events

The City of Mesquite, Texas, hereinafter referred to as the "City" has the 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 nationwide incidence of crimes against children, the City believes that taking proactive 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, the 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, the 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