

Christmas
in the Park
Mesquite, Texas

Dear Vendor,

Thank you for your interest in participating in Christmas in the Park hosted by the City of Mesquite's Parks & Recreation Christmas in the Park event will be Saturday, December 4 & Sunday, December 5 from 2 p.m. to 7 p.m. at Westlake Park, located at 601 Gross Ave. The event will feature children's activities, Santa, inflatables, mechanical rides, carnival games, arts & crafts, vendors, and food trucks.

There is a limited amount of vendor space available for this event. To reserve booth space, applications must be submitted by **5:00 p.m., Friday, November 19, 2021**. Incomplete paperwork will not be accepted. The Christmas in the Park will accept around four (8) food trucks and 20 artisan vendors. Submit your applications early for the best opportunity to serve food and products at the event. Selected vendors and food trucks will be notified on Monday, November 22.

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!

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

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



Vendor Application Form

Name to appear on printed materials

Contact Name

Phone number

Email address

Mailing address

City

Zip

General Vendor Registration:

- **Dec 4 & 5** - (Booth fees for both days includes space and one vendor parking pass. Tables, chairs, tents and other accessories are the responsibility of the vendor.) There is no electricity or water provided.

_____ 10 x 10 Booth Space: \$25

_____ 10 x 20 Booth Space: \$50

*Checks should be made payable to the City of Mesquite.
Payment must be received before the date of the event*

Card number

CVV #

____/____/_____
Expiration date

Card holder name - please print

Signature

2021 Event Vendor Rules & Agreement

FESTIVAL HOURS

- **Saturday, December 4, and December 5 2021, 2:00 p.m. – 7:00 p.m.**
- **Location: Westlake Park 601 Gross Rd. Mesquite TX 75149**
- Food 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, November 19, 2021.**
- 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 after November 22.
- Vendors will not be permitted to load out early unless the festival is cancelled due to extreme weather conditions.
- In the case that the event is cancelled by the Event Management prior to the scheduled dates - 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. Your adherence to these guidelines is vital to maintain a continued high-quality environment at the event. 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 and water. Access to power **WILL NOT** be provided unless specified in application for the December 4th & 5th event only.
- Event Management will assign vendor spaces upon arrival the day of the event 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 Management.**
- 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 Christmas 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.

PARKING AND LOAD-IN/LOAD-OUT

- One parking spot in a reserved lot will be allocated per food vendor. Additional vehicles will need to park in the general parking lot.
- Cars unloading and loading will only be allowed once grounds are completely cleared of attendees. **No cars are allowed on the grounds after 1:00PM.** In case of rain, cars will not be able to drive on the event grounds.
- All vendors **MUST** complete set-up and be ready for service by **1:30 p.m. on Saturday.**
- Load out will be permitted at the conclusion of the event on Sunday Dec. 5th at 7:30 p.m. and once the Fire & Police Departments deem the venue safe for vehicles. The anticipated time is 7:30 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.
- Event staff reserves the right to alter vendor displays or to require the vendor to alter their display due to safety concerns.

VENDORS AGREEMENT:

My entry implies my willingness to abide by all event rules if accepted. My Food booth will be open and manned for the whole event and I understand **I may not dismantle my set up or begin loading out until after the end of the event on Sunday, December 5, 2021. Failure to abide by these policies may disqualify me from City of Mesquite events.**

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.

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

Printed Name: _____

Signature: _____ Date: _____

Return Forms & Payments

Via mail to:

Yvonne Lane
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
Attention: Yvonne Lane

Questions:

Yvonne Lane, 972.216.6499

City of Mesquite Health Permit:

Barry Jenkins, 972-216-8138, email: bjenkins@cityofmesquite.com

City of Mesquite Fire Inspection:

Alfred Pastor, 972-216-6267, email: apaster@mesquitfire.org

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 all 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