



Saturday, October 21, 2023

Noon- 5p.m.

Paschall Park 1001 New Market Rd, Mesquite, TX 75149

Vendor Application Form

(Please use (X) for selection)

Food	CLOSED	10x10 (\$150)	CLOSED	10x40 (\$200)	CLOSED
Non-Food		10x10 (\$55)		10x20 (\$75)	

****There will not be access to power or water****

(Please print clearly)

Business Name:	
Contact Name (s):	
Cell Phone:	
Email:	
Business Mailing Address:	

Please return completed forms to Macrina Aguilar at: maguilar@cityofmesquite.com or to the Parks and Recreation Administration office located at 1515 N Galloway Ave., Mesquite, TX 75149, Monday-Friday, 8 a.m. – 5 p.m. For questions, please call Macrina Aguilar 972-216-8121.

The following information is required to be considered as a vendor for the event:

- Vendor application form
- Description of items being sold
- Food vendor agreement
- Booth photo and layout diagram is required – If not provided, application will be rejected

Vendor Rules

APPLICATIONS

- The deadline for application is **5p.m., Friday, October 6, 2023.**
- Once event staff have reviewed application, vendor will be contacted whether they are approved to participate or not.
- Incomplete applications will not be accepted.
- Payment is due to the City of Mesquite once application is approved.
- Pumpkinfest is a rain or shine event. No refunds will be given after October 16.

Initial _____

REQUIRED PERMITS

- Food Vendors must secure all applicable permits PRIOR TO THE EVENT from both The City of Mesquite Health and Fire Departments, located at 1515 N. Galloway Ave.
 - Mesquite Health Department can be reached at: **972-216-8138.**
 - Mesquite Fire Administration can be reached at: **972-216-6311.**
- To secure a temporary Health permit from The City of Mesquite, there is a \$75 charge.

Initial _____

BOOTH SETUP & DISPLAY

Design and presentation parameters have been established to create a professional, yet festive atmosphere. Adherence to these guidelines is required to maintain a 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:

- 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 Event Management.**
- **Vendor must have candy or giveaways to provide a "trick or treat"**
- **Decorating vendor booths with fall decorations is required.** Decorations must be in good taste and not interfere with neighboring vendors.
- Vendor signage identifying the business is required and should meet the following standards:
 - Handwritten signage is NOT permitted.
 - Signage should be professional and clean in appearance. Writing on chalk boards is allowed.
 - Food vendors are required to post menus and prices on a sign no smaller than 22" x 28".
 - Signage cannot interfere with pedestrian walkways.
 - Signs/displays must be anchored with weights. No in-ground staking 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.
- Tent canopies should be in good condition and if using more than one, should be the same color.
- Tents must be anchored with weights. No in-ground staking is permitted.
- Displays in any booth may not exceed an eight-foot (8') back height including signage.
- Table covers must be uniform and extend to the ground. Storage of supplies or boxes must be out of view.
- All booths are required to be open and manned for the duration of the event.
- Displays will be subject to City of Mesquite inspections and approval.

Initial _____

PARKING AND LOAD-IN/LOAD-OUT

- Vendor parking will be available off Sunflower St. in the back parking lot.
- All vendors **MUST** load-in between **9 – 11 a.m.** Vendors who arrive late will forfeit their spot and any fees paid.
- All vendors **MUST** complete set-up and be ready for service by **11:30 a.m.**
- Vehicles will not be permitted to drive into the event once it starts.
- **Load out will not be permitted until after the event concludes at 5 p.m. and once the event space has been deemed safe for vehicles to enter.**
- Vendors are required to drive slowly in event grounds and watch for others.

Initial _____

VENUE

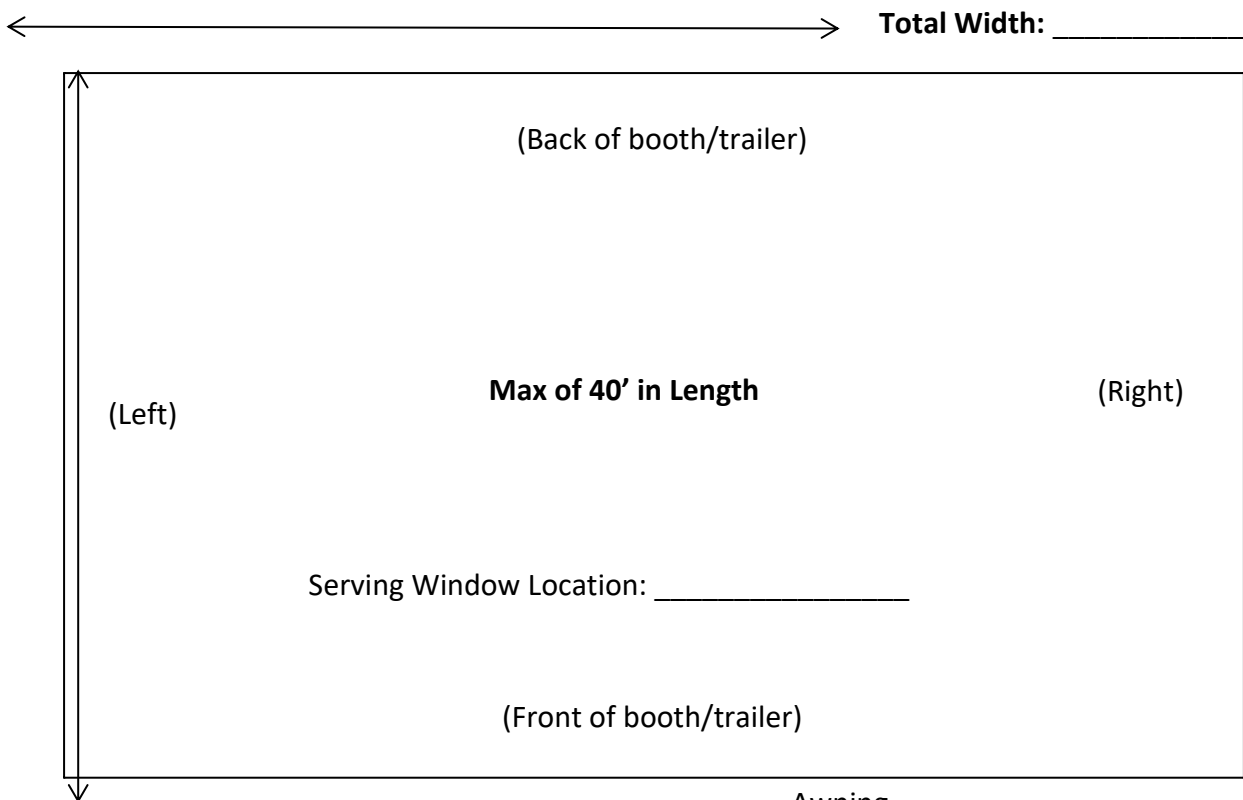
- Event staff reserves the right to stop or remove any vendor, or his or her representative, for performing any act or practice deemed to be offensive, obscene, or objectionable.
- Event staff reserves the right to alter vendor displays or to require the vendor to alter their display due to safety concerns.

FOOD BOOTH MEASUREMENTS, DIAGRAM AND PHOTOS

In the space below, please provide the dimensions of your booth/trailer and how it will be set-up in the event space. **Booth spaces cannot exceed 40 feet in length.** Information needs to include the following:

- Length and width, including the trailer hitch
- For trailers- indicate which side the serving window is located on, including any awnings
- Indicate where power hookups are located

Please include a picture of the booth/trailer set-up. Applications will be rejected if not provided.



VENDOR AGREEMENT:

Width: _____ ft.
 Length: _____ ft.

By submitting this application and paying the required fees, I agree to abide by all event rules if my application is accepted by event management.

Initial _____

I agree to 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 the Pumpkinfest event.

I understand my booth, display, and menu 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.

MY SIGNATURE BELOW INDICATES THAT I HAVE READ AND AGREE TO ALL THE TERMS OUTLINED IN THIS DOCUMENT.

Printed Name: _____

Signature: _____ Date: _____