

**Funtastic Fourth
Vendor Forms
June 23th & 24th, 2017
Howard County Court House Square, Downtown Big Spring
Corner of Main St and 3rd St
Payment Deadline: Prior to 5:00 PM Friday, June 9, 2017**

Dear Prospective Vendor:

The Downtown Revitalization Association (DRA) is now accepting applications for the Funtastic Fourth Celebration at the Howard County Court House in downtown Big Spring. The celebration will take place on June 23th and 24th and promises to be another huge success with live music, foods, arts, and crafts. Please go to bigspringdra.com and register for a booth. Let's make this the best Funtastic Fourth ever!

Non-Food Vendors

- Non-Food Vendor booths may be purchased in 20' wide by 10' deep increments for \$150. If additional booth space is required, it can either be purchased by the booth size or it can be purchased by the foot (\$7.5/ft).

Non Profit Non-Food Vendors

- Non Profit Non-Food Vendor booths may be purchased in 20' wide by 10' deep increments for \$50. For questions on what items can be sold as a non-profit non-food vendor, please contact Don Rodgers at (432) 214-5451.

Food Vendors:

- Food Vendor booths may be purchased in 20' wide by 15' deep increments for \$350. If additional booth space is required, it can either be purchased by the booth size or by the foot (\$17.5/ft). Trailer hitch is to be included in all measurements.
- *NEW*- At a minimum, at least one Certified Food Manager trained person (with documentation) must be present in each food booth. This person must be the same person that applied for the food permit.
- A copy of the Certified Food Manager training must be provided to the City of Big Spring in order to purchase a City Food Permit.
- Food permits must be purchased by June 9th, 5:00 PM from the City of Big Spring. No exceptions will be made. If the food permit has not been purchased by June 9th, a full refund will be made and the food vendor will not be able to participate in the event.
- Food Vendor is responsible for trash receptacles sufficient to contain all trash generated by food sales and are required to remove all trash, garbage or other solid waste material at the end of each day.
- Maximum amount of propane in each booth is 22 ½ lbs.

- No spare fuel tanks will be allowed in the booths.
- Fire Extinguishers: All Food Vendors must have a Class B & C rated fire extinguisher of at least 5 pounds. It must be in operable condition with a gauge showing that it is charged, be placed near cooking appliances and be in plain view.
- Cooking Appliances: Steam tables, fajita cookers, fryers, barbeque grills and other heat producing appliances/equipment must be blocked off from the public to prevent burns and injuries.
- Cookers that are subject to flare-ups such as grills, fajita cookers, woks, and fryers must have a cover to smother any flame flare-ups.
- Safe Food Handling: Set your hand washing station up, put on gloves to separate skin from ready to eat foods, and use it before you handle any food.
- Have a plan and use it for separating the handling of money and food preparation.
- Keep cold items cold and hot items hot.
- Fish and poultry is 165°F, beef 145°F, pork and ground meat 155°F; cold food is 40°F or lower.
- Trash Management: Each booth should bring its own trash can and liner. The barrels in the middle of the street are for customers. You are responsible for putting your garbage in the dumpster located in the area behind the corner of 2nd St and Main St.
- All boxes should be broken down prior to being placed in the roll off boxes.
- Gray Water: According to the laws of the State of Texas regarding Temporary Food Establishment Compliance Requirements, "all sewage and wastewater shall be disposed of through a sewage system." This means it is illegal to dump your gray water and other solids/liquids onto our streets or grassy areas. Nothing can drip or run from your food booth space.
- Grease and Cleanup: Dispose of grease properly. Grease barrels are located near the trash dumpster located in the open area behind 2nd St and Main St. Grease disposed of anywhere other than the grease dumpster may result in a fine of \$500.00.
- Leave your space as clean as you found it. If grease spills/splatters are an issue in your food booth, you will need to use Oil Absorb prior to opening your booth. Leave a fresh layer of oil absorbent on the spill and the street sweeper will pick it up. Do not use dirt.
- If caught improperly dumping wastewater or leaving your booth space with unattended grease spills, you will be assessed a fine equivalent to your booth rental and may be suspended from operation at future shows.

Food Vendor Permit:

- To purchase Food Vendor Permits, please contact Leslie Whitten (432) 264-2504, lwhitten@mybigspring.com with the City of Big Spring.

Parking Rules:

- A vendor's permit is required to be displayed on the dash in order to drive into the festival zone for loading and unloading.
- Vendors will be given 1 hour to off load and set up their booth. After the booth has been set up, all vehicles must be moved outside of the festival zone.
- Any vehicle left inside of the festival zone will be subject to towing at the owner's expense.

Electrical Rules:

- Craft vendors are limited to one (1) 110V, 20amps electrical outlet that will be provided.
- 220V power available upon request.

Event Setup

- Vendors are responsible for their own display equipment, tents/canopies, utilities and trailer set up. Booth set up is to start at 12:00 PM on June 23th. Set up is to be complete by 3:00 PM on that day. All vendor vehicles must be moved to outside of the fenced off location by 3:00 PM.

Trash

- Vendor generated trash must be disposed of in a trash dumpster.

Tear Down

- Tear down is not to occur before 10:00 PM on June 24th.
- Vendors are responsible for cleaning their assigned site. This includes removing all trash and debris from their location and the area in front of their location. A member of the DRA is required to inspect the site for cleanliness. Once both parties have agreed on the cleanliness, a refund deposit check will be issued.
- If a vendor leaves their assigned booth location without cleaning the area, no deposit will be refunded.
- Clean up of the booth location the following day will not be accepted for refund.
- It is recommended that vendors bring a broom and dust pan for clean up after the event. The expectation is that your booth area will be as clean when you leave as it was when you arrived.

General Guidelines / Prohibited Items

- DRA reserves the right to suspend the sale of any items that they find offensive or create disturbances for adjacent vendors.
- No games of chance, raffles, spinning wheels, grab bags, etc. that involve money are allowed.
- No vehicles will be allowed inside the barricaded area during show hours.
- Sale of fire arms are prohibited.
- Sale of air rifles / air pistols are prohibited.
- Sale of drug paraphernalia is prohibited.
- Sale of alcoholic drinks are prohibited.
- No lasers.
- No fireworks of any types (sparklers, firecrackers, snap and pops etc. of any type).
- No silly sting.
- No items that are thrown on the ground to make a noise or create a smell.
- No lewd or obscene merchandise.
- No marshmallows or marshmallow guns.
- No confetti eggs.
- No items that shoot projectiles (rubber bands, plastic pellets, etc..).
- All Texas laws apply.

Security

- Security will be assigned to the event by certified peace officers.
- Security will be provided to patrol the vendor booths between midnight and 8:00AM.
- DRA is not liable for thefts or accidents.

Payment

- All vendors are required to fill out the online form to reserve a space for this event.
- Submit payment online at bigspringdra.com
- Checks or Money orders can be mailed to:
Big Spring DRA
P.O. Box 167
Big Spring, TX 79721

Refunds

- There are no refunds for inclement weather.
- Vendor cancellation prior to May 1, 2017 will receive a full refund minus a one-time \$25 cancellation fee.

- There is a \$30 fee for all returned checks.
- **There will be no refund for booth cancellations after May 1, 2017.**

Reserve your space for Funtastic Fourth 2018:

- Reserve your spot for the 2018 event by rolling over your \$100 deposit to save your booth location for 2018. Speak with the Vendor Chair at the event.

Legal Disclaimer

- Each vendor is responsible for providing their own insurance.
- Booth locations are not guaranteed.
- The DRA reserves the right to refuse vendor applications based on previous years conduct or products the committee deems unfit.
- Indemnification Exhibitor agrees to indemnify, defend and protect Lessor against and hold and save Lessor harmless from any and all claims, demands, suits, liability, damages, loss or costs of whatever kind or nature which might result from any of Exhibitor's merchandise or from any action or failure to act by Lessor or any of his/her family, officers, agents, employees, or other representatives, including but not limited to claims of damage or loss, harm or injury to the person or property of Exhibitor or any of his/her family, officers, agents, employees, or other representatives, or of third persons. Exhibitor accepts total responsibility for his/her exhibit and its safety and agrees to conduct his/her activities on the exhibition premises so as not to endanger any person lawfully thereon. Lessor shall have no responsibility for damages to the exhibit caused by fire, robbery, accident or any other destructive cause. Exhibitor also accepts total responsibility for any and all injuries to Exhibitor, his/her family, officers, agents, employees, or other representatives while they are on the exhibition premises and for any injuries to other persons that may occur within the confines of the exhibit, or which are caused in whole or part by Exhibitor's products or exhibit or by Exhibitor, his/her family, officers, agents, employees, or other representatives.