Princeton Fall Festival
October 10, 2015
12:00 PM – 8:00 PM
Vendor Application

VENDOR APPLICATION DEADLINE: OCTOBER 1, 2015

Please note that submission of the application does not guarantee acceptance.
Application and payment must be received before deadline

Organization/ Business			
Contacts Name			
Mailing Address		**City/State/Zip**	
Cell		**Email**	
Vendor Pricing (Please check appropriate one)			
Space size and fees	☐ 20x20 # of spaces	$40.00 per space Includes (1) 110 V outlet **or** (1) 220 V outlet **Please circle which outlet needed**	**$**
	☐ 20x20 # of spaces	$30 per space (**discount only for vendors that were part of our July 4th event)** Includes (1) 110 V outlet **or** (1) 220 V outlet (per space) **Please circle which outlet needed**	**$**
All trailers and food trucks are required to purchase 2 spaces. If 2 spaces are not purchased and you have a trailer or food truck you will not be able to participate in the event.			
Additional Electricity Fees (if applicable)	Additional 110 v outlets	Qty_____ @ $10 a piece	**$**
	Additional 220 v outlets	Qty_____ @ $10 a piece	**$**
TOTAL FEES: Please make checks payable to City of Princeton. If paying by credit card please complete credit card authorization form and submit with application.			**$**

Release: Vendor must commit to staffing a booth and offering services during the festival hours. For good and valuable considerations received, the undersigned agrees to indemnify and hold harmless, City of Princeton, its members, officers, directors, employees, sponsors, volunteers, contractors and agents from any and all liabilities, obligations, claims, damages, diminution in value, costs, and expenses (including all court costs and reasonable attorney fees)(collectively, "claims") that the undersigned may suffer or incur prior to, during or following participation of the Fall Festival, including any injury to person or property under my control or to person or property of my agents, employees or invitees from any cause, including but not limited to theft or loss of property. The undersigned recognizes the hazards of participation in an outdoor event and assumes all risks of participation; refunds will not be given in the event of inclement weather. In full consideration for all rights granted to you hereunder, you shall pay the required fees to be determined by the size of your booth space. This fee must be paid in full by October 1, 2015. Vendor agrees that it shall abide by and that Vendor's participation in the Event is subject to all of the terms and conditions of the "Fall Festal Vendor-Rules & Regulations" attached hereto and made a part hereof for all purposes, and Vendor represents and warrants that Vendor has read and understand the same.

Signature:	**Date:**
SUBMIT APPLICATION: City of Princeton Fall Festival 123 W. Princeton Dr. Princeton, TX 75407	**CONTACT INFORMATION:** **Stephanie Bowman** sbowman@princetontx.us 972-734-2416 Ext 306

Princeton Fall Festival Vendor Application Rules & Regulations

Application:
Application must be received on or before October 1, 2015. The City of Princeton reserves the right to reject application. You will receive written notification on your rejection no later than October 5, 2015. All vendors must submit payment with application. The application should include photographs, list of items to be sold, prices of items to be sold. Submission of the application does not guarantee acceptance. Applications will be processed in the order they are received.

Booths:
Exhibitors are to provide their own canopy, displays, tables, chairs, racks, shade, ice, etc. The City will provide only booth space. Booth space may not be traded, exchanged or assigned to others. Booths, exhibits, and trailers must fit in the space provided, no longer than 20x20 end to end. If larger than 20x20 vendor will be required to pay for two spaces. All trailer and food trucks are required to purchase 2 spaces. If 2 spaces are not purchased and you have a trailer or food truck you will not be able to participate in the event. Vendors may only sell the items specified in application. Additional items may not be sold. The number of vendors offering the same or similar items will be limited. The City is not responsible for duplication of items among vendors. Hours of event are 12:00 PM to 8:00 PM. Vendors must stay the duration of the event. No items can be sold or given out in other areas beside your space. The City reserves the right to cancel any vendor application and the terms of this agreement at any time for any reason, without penalty to the City of Princeton. All decisions made by the City of Princeton will be final.

Electrical Power:
To obtain electrical service for your booth you must request electricity (110 or 220) when submitting application. We will not be able to supply electricity if it is not requested on application. One plug will be provided per space. Additional plugs can be purchases for a fee of $10.00 a piece (110 or 220). Exhibitors are to provide their own extension cord. (Minimum of 50 feet commercial extension cords). Generators may be allowed if approved by the City.

Set-up Rules:
Food vendors, check-in will be at 10:30 AM Saturday October 10, 2015. All support vehicles must be out of the event perimeter no later than 11:00. You must contact Community Relations Coordinator if different times are needed. Banners are optional but must be contained with-in the booth dimensions. All vendors must stay within their assigned space. No items can be sold or given out in other areas beside your space.

Tear down Rules:
For safety reasons you may not take down your booth until the event is over. NO vehicles may enter vendor row until the crowd has left the area.

Vendor Parking:
Vendor parking area will be located behind ballfields. *All vendors must park in this area.*

Hours & Location of event
Event hours will be from 12:00 PM – 8:00 PM October 10, 2015. Located at J.M. Caldwell Sr. Community Park/ P.O.W. Camp, 500 W. College, Princeton Texas 75407. Your booth must be set and ready to operate by 11:45 AM.

Waste & Clean Up:
All garbage must be put into a closed bag and dropped off at trash cans. During the event Staff members will come by and collect your trash bags. Please make sure that your area is cleaned before leaving.

No Refunds:
The City of Princeton cannot guarantee any vendor a certain number of customers, nor do we promise any type of profit. No refunds due to inclement weather. Should the event be postponed or canceled for An Act of God, public safety, welfare or for any reason whatsoever, vendor hereby releases and forever discharges the City of Princeton, its officers, employees and agents from any and all liability and claims for damages which result from such postponement or cancellation. Reschedule date if any will be determined at a later date.

Fees:
All fees are non-negotiable and non-refundable. All fees and electrical payment are due in full with the application to confirm your space reservation. Please make check or money order payable to City of Princeton. A fee of $30.00 will be charged on all returned checks. Food vendor payment and paperwork is due by October 1, 2015

Security:
Security will be provided during this event. Participants are responsible for their own merchandise and equipment. The City of Princeton and its Staff *WILL NOT BE RESPONSIBLE FOR LOSSES OF ANY KIND*, whether by fire, theft, physical violence, elements of nature, or any other cause, however originating.

Liabilities:

Vendor shall indemnify the City of Princeton, its officers, employees and agents against, and hold the City of Princeton, its officers, employees, and agents harmless from any and all claims, actions, causes of action, liability, lawsuits, judgments, damages, injuries, cost or expenses, including reasonable attorney's fees, or injury to person or property or death of any person resulting from or based upon, in whole or in part, any act performed or omission in the performance of this contract by vendor, its agents, officers, and employees. This indemnity is intended to protect the City of Princeton, its agents, officers and employees from the consequences of their own negligence. The provisions of this paragraph shall service the termination of this contract.

Vendor hereby releases the City of Princeton from any actions for any loss or damage sustained by reason of any defect of any part of the water supply system, the sewage and drainage system, the gas system, electrical apparatus or wiring on the event site or any other premises or bandstand, and for any loss or damage resulting from fire, theft, water, tornado, rain, snow, strikes, civil commotion or riot, or otherwise caused by gross negligence of the City of Princeton.

_____ (vendor initial) I understand and will comply with the above event rules and procedures as set forth in this application and understand they are subject to change.

Your signature below indicates that you have read the Event Application, including its rules, policies and procedures and will comply with them. Please retain a complete copy of this application for your records.

Signature Print Name Date

Contact Person
Stephanie Bowman, Community Relations Coordinator, sbowman@princetontx.us
972-734-2416 Ext. 306
123 W. Princeton Dr., Princeton Texas 75407

PRINCETON FALL FESTIVAL ITEMS TO BE SOLD

Vendor Name:_____

Contact Name:_____

Phone Number:_____

Tax ID / Sates Permit Number_____

Please provide a list of items you plan to sell. All items to be sold or given away must stay in booth area.

ITEMS:

Item 1:_____

Item 2:_____

Item 3:_____

Item 4:_____

Item 5:_____

Item 6:_____

Item 7:_____

Item 8:_____

Item 9:_____

Item 10:_____

Equipment: To improve and maintain electricity, we ask that you provide us with equipment list including amperage.

Description 1:_____ Amps:_____

Description 2:_____ Amps:_____

Description 3:_____ Amps:_____

Description 4:_____ Amps:_____

Princeton Fall Festival
October 10, 2015
12:00 PM – 8:00 PM

CREDIT CARD AUTHORIZATION FORM

Name on the Card	
Amount to be Charged: $	
Description of Charge:	
Card Number:	
Please mark appropriate credit card: ☐ Visa ☐ MasterCard	
Exp. Date:	**Billing Zip Code:**
CVV# (3 digits on back of the card):	**Email :(if you would like a copy of your receipt)**
AUTHORIZATION: I authorized City of Princeton to charge my credit card in the amount stated above	
Print Name & Signature:	**Date:**
Phone Number:	**Contact Information** Stephanie Bowman sbowman@princetontx.us 972-734-2416 Ext 306

City of Princeton Fire Marshal's Office

INFORMATION BULLETIN

Jan 2014

Definitions: **Carnival**: A mobile enterprise principally devoted to offering amusement or entertainment to the public in, upon or by means of portable amusement rides or temporary structures.

Fair: An enterprise principally devoted to the exhibition of products in connection with the operation of amusement rides or concession booths.

Fire Code Regulations:

1. A Fire Department permit is required for all carnivals and street fairs. Additional permits may be required for booths or spaces using cooking heating or flame producing equipment. Safety inspections will be conducted by the Fire Department during operation.
2. Fire apparatus access roads shall be provided throughout the event. Access roads are a minimum 20 feet wide. Utility service to booths and stands shall be so located that they do not create a hazard. It is preferred that they be run to the rear of the booth and stands when practical. Site plans shall be submitted to the Fire Prevention Bureau for review prior to the event.
3. Access to fire hydrants and surrounding structures shall be maintained. Fire Hydrants, automatic fire sprinkler system connections and access roads should be identifier on the site plan. The minimum clearance to a fire hydrant or fire department connection (FDC) shall be 7.5 feet from the center of the hydrant or FDC for a total of 15 feet of curb face. Extended carnivals or street fairs may require additional clearance.

Concession Stands, Booths and Spaces:

1. Spacing requirements are based upon the activity of each concession stand, booth or space. The following guidelines shall be followed.

   a. Concession stands booths and spaces with no open flame and or heat producing devices may be placed side by side provided that the aggregate square footage does not exceed 15,000 sq. ft. Each grouping shall be separated by a minimum of 20 feet.

   b. Concession stands booths, and spaces associated with barbecues deep fat frying, and open flame cooking may be placed side by side provided the aggregate square footage does not exceed 200 sq. ft. Cooking appliances shall be outside and separated a minimum of 20 feet from the closest concession stand booth, or space. Each grouping shall be separated by a minimum of 20 feet.

2. All fabric or membrane covered booths must be certified flame retardant and have a State Fire Marshal seal attached.

3. All decorative material shall be treated "fire restive" or inherently fire restive. Certification documentation is required.
4. Each booth shall have a minimum of one 30 inch wide by 6 foot 8 inch high exit way.

Fire Extinguishers:

1. Fire Extinguisher layout of non-food booths shall be determined upon submittal of site layout plan.
2. Booths with cooking shall provide a minimum 40-BC rated fire extinguisher. If cooking activity is located outside booth, the 40-BC extinguisher shall be in addition to the 2A10BC required below. All extinguishers shall be certified for year of use and have a current State Fire Marshal Certification tag attached.
3. All extinguishers shall be visible and accessible at all times, preferably mounted near a point of egress.
4. When a generator is used, one 40-BC fire extinguisher must be located within 50 feet of the generator's location and it must be readily accessible.

Cooking Equipment:

1. All flammable liquid/gas fueled appliances shall be equipped with an accessible on/off valve.
2. Flammable liquid/gas fueled appliances shall have the fuel capacity to operate for the entire day. Refueling in the booth or space in **PROHIBITED**.
3. Spare compressed gas cylinders shall be limited to one 20lb cylinder for each cooking appliance. Spare tanks shall not be stored in the booth.
4. All compressed cylinders shall be secured in an upright position. Turn off cylinders not in use.
5. The testing of all connections of pressurized supply lines must be conducted using a soapy water solution.
6. Fuel supply lines shall be in good condition without splices deterioration or damage. All fuel lines shall be approved for the intended use and pressure regulator shall be attached to pressurized lines.
7. Permitted cooking in booths shall be on sturdy not readily combustible tables and separated from all readily combustible materials by a minimum of 18 inches.
8. Fires used for preparation of food shall be limited to clean firewood or commercially produced briquettes.
9. The device shall not be placed within the fire apparatus roadway or a public access way.
10. All fires shall be constantly attended and extinguished when no longer needed.
11. Only electric starter or charcoal lighter fuels are permitted to start fires. Fuel **may not** be stored in booth.

Electrical Equipment:

1. Electrical equipment and installations shall comply with the Electric Code.
    - Extension cords shall be U.L. listed for their use, located so they do not present a tripping hazard and placed out of foot traffic areas. Secure cords as necessary with tape or ties.
    - Cords must be plugged directly into an approved receptacle and shall serve only one appliance.

- The current capacity of the cord in amperes shall not be less than the rated capacity of the appliance/fixture and the cord. (Recommended minimum of 12AWG extension cords be used.
- Extension and appliance cords shall be in good condition without splices deterioration or damage.
- Extension and appliance cords shall be of the grounded type when serving grounded appliances or fixtures.

Generator use:

1. Generators shall be isolated from contact with the public by barrier.
2. Generators shall have the fuel capacity to operate uninterrupted for the event operating hours. If refueling is required, the generator must be shut down and cooled.
3. Contact the Building Department to obtain permits (if applicable) and grounding requirements.
4. All cords from generators must not create a tripping hazard or cross fire lanes unprotected.

House Keeping and General Fire Safety Requirements:

1. Flammable and combustible liquid and LP-gas shall not be stored in or within 50 feet of tents and canopies.
2. All weeds, combustible vegetation trash and combustible storage shall be removed from areas adjacent to and within 30 feet of tents and canopies. Floor surfaces inside and within 30 feet of canopies shall be kept free and clear of combustible waste.
3. Gas solid or liquid-fuel-burning equipment shall be vented to the exterior by means of an approved flue or vent. A 12inch clearance shall be maintained between the flue or vent and all tent material. Solid-fuel-burning equipment shall be provided with an approved spark arrestor having openings not exceeding ¼ inch wire mesh.
4. **Fire extinguishers with a minimum rating of 2A-10BC shall be provided as follows: one extinguisher for tents and canopies up to 500 square feet in floor area: 2 extinguishers for 501 to 1,000 square feet and one extinguisher for each additional 2,000 square feet of floor area or fraction thereof.**
5. Smoking is prohibited in tents and canopies. Approved NO SMOKING signs shall be posted. The use of open flame devices such as candles in **PROHIBITED** in tents and canopies.
6. Rubbish containers shall not exceed 40 gallons unless they are constructed of noncombustible materials. Rubbish containers in excess of 40 gallons shall be provided with noncombustible lids.
7. Dumpsters in excess of 1.5 cubic yards with tight fitting noncombustible lids shall be kept a minimum of five feet from booths or stands. All other dumpsters shall be kept a minimum of 30 feet from booths or stands.

Kenny Crutcher
Fire Marshal
501 Woody
Princeton, TX 75407
Office: 214-960-4508
Email: jcrutcher@princetontx.us

All requirements are in accordance with International Fire Code 2009 and City of Princeton Code of Ordinances.