



**Saturday, 18th September
&
Sunday, 19th September 2010**

**Indian Spring Park,
University Parks Drive, Waco**

Dear Food Vendor,

The Waco Cultural Arts Fest is now taking applications for the 2010 Art & Music Festival. Approximately 10,000 visitors will enjoy FREE arts, music, and dance. Some of the festival activities are as follows: “Arts For All” activities and art demonstrations; juried fine arts & fine crafts vendors; a fabulous food court; and live entertainment on two stages.

Waco Cultural Arts Fest takes place in Indian Spring Park on University Parks Drive along the banks of the beautiful Brazos River. Indian Springs Park is in downtown Waco next to the historic Waco Suspension Bridge.

Accompanying this letter are the official rules for vendors, a vendor application form, and a release agreement.

Please start making your plans to celebrate with us in Waco on September 18 and 19, 2010. It will be a weekend of great arts activities, art demonstrations, entertainment, shopping, and food. Between the many activities and the beautiful setting, all ages are sure to have fun at this festival.

We look forward to hearing from you soon.

Sincerely,

Henry Wright
Waco Cultural Arts Fest
Food Vendor Chairman
Tel:(254) 744-4159
Email: hwwii2@me.com
Fax (254) 772- 2698

For additional information, please check out our website at: www.wacoartsfest.org



Drawing People Together

Saturday, 18th September
&
Sunday, 19th September 2010

Indian Spring Park,
University Parks Drive, Waco

Food Vendor Booth Space

- **All fees are non-refundable if accepted.**
- Cash exchange / no coupons.
- We encourage a 10% donation to the Waco Cultural Arts Fest Pink Endowment, which keep the festival FREE.

10' X 10'	\$250
10' x 20'	\$350
10' x 30'	\$550

electricity/110 only

large trailers require own generator

- Electricity: 110 only (up to 20 amps, single phase, 120 volts) is included at no extra charge. Please inform us if you have additional electrical needs.
- **Waco Cultural Arts Fest has exclusive sales on sodas and hot dogs**, and reserves the right to exclude products, services or advertising to protect sponsorship agreements and endorsements.

NOTE: All food vendors will be required to purchase a temporary food permit from the City of Waco. Call Waco-McLennan County Public Health District 254-750-5464 for information.

Food Vendor Booth Hours

Set - up: Friday, 17 September: 9am-8pm
Saturday, 18 September by 9 am

Open: Saturday, 18 September: 10am-10pm
Sunday, 19 September: 11am-5pm

- All booths are required to be open during specified hours both days.
- **Vendors will be responsible for all booth structures, set-up, and furnishings (e.g. tables, chairs, outdoor heavy duty extension cords, signage, lighting, drapes, etc.).**
- **Electric cords must be protected with cord covers.**
- Participants will be asked to leave without refund if not in compliance with Festival rules.
- No exclusive rights for sale of any item will be guaranteed. Booth participants are responsible for cash on hand to make change. A sign must be prominently displayed at your booth with all prices.

Important Facts and Information

- Waco Cultural Arts Fest Vendor and Grounds Chairmen will assign booth/trailer locations.
- Limited security will be present on the grounds; however, vendors are responsible for the security of their booths and contents.
- The Waco Cultural Arts Fest and organizers accept no responsibility for stolen or damaged property, or accident or injury.
- The Waco Cultural Arts Fest reserves the right to revoke or refuse to grant space at any time without recourse by the exhibitor, vendor, or entertainer and shall not be held liable to anyone for this action.
- Applicants will be notified of acceptance within 2 weeks of applying. Additional information, parking passes, area map, etc., will be mailed two weeks prior to Festival.
- Raffles, drawings and / or solicited donations are strictly prohibited.
- No hook-ups will be provided for mobile homes or travel trailers at the festival site.
- Any booth, tent, or structure **over 200 square feet** must apply for a permit from the City of Waco Fire Department Prevention Division and must show a certificate of flame retardant material. Call Jerry Hawk at 254-750-1740 email: jerryh@ci.waco.tx.us for application permit.
- All tents and booth structures must abide by safety measures to insure the booth is adequately secured in case of bad weather or strong winds.
- Vendors must list their Texas sales tax ID number on the application.
- You are not allowed to sell any merchandise away from your assigned booth space.
- **NO ROVING AND SELLING!**
- All vendors may only sell the items or conduct the activities that have been specifically approved in writing.
- Ice will be available to buy at a designated area. It will not be delivered to your booth.
- Food vendors that need their refrigeration and/or small storage for products behind booth must get approval on the size of equipment.
- Booth spaces are 10x10, 10x20, 10x30 **trailer size approved with own generator**, parking of large trucks and vehicles behind booths will not be allowed.
- We encourage use of recyclable products for food service.
- HELP THE FESTIVAL BECOME GREEN!
- Application for a temporary food permit must be submitted to the City of Waco Environmental Health Department (254 750-5464) seven days prior to the event.
- All booths/trailers must comply with the city and county Health Department Regulations.
- Food vendors are required to bring their own fire extinguishers.
- **Smoking is not allowed** in food booths.
- **Food vendors will be responsible for equipping their booths with hand-washing facilities in compliance with City and County Health Department Health Regulations.**
- Absolutely no one under the age of 12 will be permitted in or behind the food vendor booth/trailer.
- There are no refunds or rain checks once your payment has been processed. No refunds or transfers will be made due to cancellation or removal for cause.

Please do NOT drive your cars/trucks on the festival grounds to pack up while the stages are still performing.

Thank you for your cooperation.

Waco Cultural Arts Fest Application Form **FOOD VENDOR**

Waco Cultural Arts Fest Inc is a non-profit corporation.

Mission: to celebrate and promote the community's diverse artistic and cultural life; develop and enrich its cultural capacity; and champion the economic, social, and education benefits of the arts in the Greater Waco area and beyond.

Waco Cultural Arts Fest is a FREE EVENT.

**Dates: Saturday, 18 September 10 am - 10 pm
Sunday, 19 September 11 am – 5 pm**

Place: Indian Spring Park, University Parks Drive Waco

We invite you to showcase your ethnic cuisine at the premier Arts and Music Festival in Central Texas.

Name of Business/Organization _____

Contact Person _____

Address _____

City _____ **State** _____ **Zip** _____

Daytime phone () _____ **Evening Phone ()** _____

Email _____

Sales Tax ID # _____

Drivers License # _____

Cuisine _____

Item	Price	Item	Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Electricity: 110 only (up to 20 amps, single phase, 120 volts) is included at no extra charge. Water is available, however, vendors must have proper containers to accept the water and transport the water to their location.

All on-site cooking is located in the Food Court area. Please indicate size needed.

10' X 10'	_____	\$250	_____
10' x 20'	_____	\$350	_____
10' x 30'	_____	\$550	_____

Amount enclosed: _____ **Check No.:** _____

Required: A copy of your Certificate of Insurance showing proof of liability coverage

- Coverage must include a minimum of \$500,000 general liability & products—completed operation.
- City of Waco and Waco Cultural Arts Fest must be listed as 'additional insured' through event dates.

Participant Acknowledgement/Release

I, _____, (hereinafter "Booth Operator") hereby make application to become a participant/vendor in the Waco Cultural Arts Fest. Booth Operator agrees to abide by the rules and regulations as set forth herein and such other rules as may be established or amended by the Waco Cultural Arts Fest or the City of Waco. Booth Operator will sell only those items or conduct those activities that have been specifically approved in writing. Furthermore, Booth Operator hereby releases, forever discharges and holds harmless the Waco Cultural Arts Fest, Festival Officers, Sponsors, Volunteers and the City of Waco, Texas from any responsibility or liability for loss, claims, damages, theft, injury or accident from activities conducted in preparation for, during and immediately following the Waco Cultural Arts Fest. Booth Operator assumes full and complete responsibility and will hold harmless the City of Waco, its officers, council members, directors, servants, agents, employees or volunteers from any loss, lost profits, damage or injury to the person or property of the Booth Operator or Booth Operator's agents, customers, or invitees. It is further agreed that Booth Operator shall maintain his/her space, merchandise, activities and business practices in compliance with all applicable local, state and federal laws and regulations. Booth Operator understands that violation of or noncompliance with this release or any rule, regulation, law, ordinance, or decree may result in immediate expulsion of Booth Operator and his/her exhibit from the Festival without a refund of any applicable fees paid.

Booth Operator is responsible for all "booth" set-up and take down of merchandise, displays and tents or covers. It is further understood that each booth operator is responsible for assuring that all items in his/her own booth are well secured in the event of weather, i.e. wind, rain, etc., and that weights must be used to secure all corners and parts of booth (tables, shelves, hanging racks, etc.) so as not to blow into or damage another booth operator's booth and merchandise. In the event that Booth Operator's tent or any part of the booth causes damage to another vendor's booth due to negligence on his/her part, the Booth Operator will be responsible for those damages.

Signed:

Booth Name: _____

Date: _____

Sales Tax ID # _____

Please return completed form to: **Waco Cultural Arts Fest,
4209 West Waco Drive
Waco, TX 76710**

www.wacoartsfest.org

Questions Call: Henry Wright

(254) 744-4159 Fax (254) 772- 2698

For Office Use Only: Date Rec. _____ Booth # _____ Ck Amount _____ Insurance _____ Electric _____