



2020 Vendor Booth Rules and Regulations

Vendor Selection

Vendor selection will be at Irving's sole and absolute discretion. Irving will consider, among other factors, event theme/audience, product quality/suitability/appearance, and previous vendor participation at City of Irving events.

Payment

Upon review and acceptance of application, vendor will receive notification by email. At this time, vendor will have ten (10) business days to submit full payment. Vendor will be charged an additional \$25.00 for returned checks with insufficient funds. Please submit payment using one of the methods below.

By Mail: Check or money order payable to **City of Irving**.
Irving Parks & Recreation, Attn: Holley Norman, 825 W. Irving Blvd., Irving, TX 75060

In Person: Cash, credit/debit card, personal/business check payable to **City of Irving**. No American Express.
Irving City Hall (825 W. Irving Blvd.), Parks & Recreation – 1st Floor, Mon – Fri, 8 a.m. to 5 p.m.

Booth Space

Artisan/Commercial Vendor – Each vendor booth space is 10x10 or 10x20; fee varies depending upon vendor type, selected booth size, and expected event attendance. Vendor is prohibited from performing any business activity outside of their space. Vendor is prohibited from using tape, adhesives, or in any way damaging any tables or chair provided by the City of Irving. Vendors must supply their own tent/covering for each event and may bring additional furnishings, so long as all items fit within the purchased booth space.

Food Vendor – Each vendor booth space is 10x20 or 10x30; fee varies depending upon selected booth size and expected event attendance. Vendor is prohibited from performing any business activity outside of their space. Vendors may bring additional furnishings, so long as all items fit within their designated booth space. Most food vendor spaces include land only and the vendor is responsible for all necessary equipment including water, ice and electricity. Bags of ice may be pre-purchased for select events, but may not be purchased on-site. Vendors must provide their own tent/covering for each event.

Booth Location

Booth locations will be assigned prior to each event to best benefit the event and all of its participants, as determined by City of Irving staff. The City of Irving reserves the right to make any changes deemed necessary including but not limited to booth assignments.

Cancellations

All cancellations must be made in writing no less than 45 days prior to the event date to receive a refund of vendor fees. No refunds will be issued after this deadline for any reason. The City of Irving reserves the right to cancel any vendor at any time. Vendors cancelled by the City of Irving shall receive a full refund, unless vendor has violated the terms and conditions of the "Vendor Booth Rules and Regulations" in which case vendor forfeits the refund.

Booth Set-up/Tear-Down and Operations

Vendors will be allowed to set-up and tear-down during designated times only determined by event staff prior to each event. Tear-down may not begin until the designated time and event staff determine it is safe to begin load out. Vendors must remain open and operate during specified event hours. Vendors who tear-down prior to the close of the event may be excluded from participating in future events. Personnel or equipment are not provided to assist vendors in unloading or loading merchandise or displays; vendors are advised to bring a dolly.

Vendor's activities shall be conducted in a clean, orderly, and legitimate manner, and in accordance with the ordinances, laws, rules, regulations, standards and policies of the City of Irving and any other governmental authority. No waste of shall be thrown on the ground by Vendor or anyone working for Vendor. Vendor is solely responsible for food waste, trash and clean-up of its booth space and surrounding area.

Electricity

Artisan/Commercial Vendor – A limited number of booths with electrical access are available and will be assigned on a first come, first serve basis. No generators permitted.

Food Vendor – Vendors are responsible for providing their own electricity; all generators must be quiet and in good working order. Limited electrical may be requested for selected events in advance. Selection will be based on availability and first come, first served basis.

Parking

Vendors will be provided two (2) complimentary parking per event. Additional parking is available in general attendee parking lots but may require an additional charge on-site. Please notify event staff for all oversized vehicles (i.e. box trucks) to find the best location to park prior to the event. Vehicles may not be parked next to or behind Vendor's booth at any time. Vehicles parked or left unattended in non-authorized areas will be towed at the owner's expense.

Merchandise Sales Requirements

Only items submitted on the application and approved may be sold at the event. All products must be appropriate for a family, friendly event. Merchandise exclusivity is not guaranteed; other vendors may be permitted to sell similar items. Vendor retains 100% of sales and is responsible for paying all applicable taxes and fees.

Food and Non-Alcoholic Beverage Sale Requirements

Only menu items submitted on the application form and approved may be sold at the event. No alcohol sales or glass containers are permitted. Menu exclusivity is not guaranteed; other vendors may be permitted to sell similar items. Vendor retains 100% of sales and is responsible for paying all applicable taxes and fees.

All food vendors are responsible for providing the required proof of minimum insurance coverage one month prior to each event. Insurance should:

- Be issued by a carrier licensed or authorized to do business in the State of Texas.
- Name City of Irving, P.O. Box 152288, Irving TX 75015 as an additional insured.
- Include coverage for specific date of the event.
- Show Commercial General Liability coverage of at least \$1,000,000 per occurrence.
- Show General Aggregate coverage of at least \$1,000,000.
- List the vendor's business name and address as shown on the vendor application.

All food vendors must obtain a Temporary Event Food Permit from the Irving Inspections Department and submit copy to Special Event no less than five (5) days prior to each event. Below are the permit guidelines and can call the Irving Inspections Department at (972)721-2371 or visit them on the 2nd floor of Irving City Hall (825 W. Irving Blvd.) with any questions you have.

Permitting Guidelines

- Any group wishing to sell or offer any food item to the general public must obtain a temporary food permit from the City of Irving.
- An origination fee of \$50 plus \$5 per booth per day will be assessed for all events. No fee required if vendor has a permanent City of Irving Food Permit, but an application is still required. (All application must be submitted at least (3) business days prior to event or \$50 late fee will be assessed).
- Applications may be obtained at the City of Irving Inspections Department at 825 W. Irving Blvd. or online at www.cityofirving.org.
- Anyone found operating an event without a permit will be assessed a double fee (\$100 plus \$10 per booth per day) and may be subject to citation (s) and/or event closure.