

THANK YOU FOR YOUR INTEREST IN BEING A VENDOR AT TEJAS FEST!

VENDOR GUIDELINES

We select vendors based on the attendee experience; a diverse, quality and unique selection of products festival-wide is our goal. Application does not guarantee selection to participate in Tejas Fest. We want our attendees to enjoy the selection of quality food and merchandise at Tejas Fest and return for it year after year. Likewise, we want our vendors to enjoy the event profitably.

- Vendors must read and understand the Vendor Guidelines outlined below.
- All deadlines are by 5:00 p.m. CST unless otherwise noted. All dates below are subject to change at the discretion of City of Victoria staff.
- **June 26, 2024.** Applications open.
- **July 19, 2024.** Completed vendor applications due. All applications received after this date will be placed on the waiting list.
- **July 31, 2024.** Notification of vendor selection results emailed to all applicants. Non-selected vendors will be placed on the waiting list.
- **August 14, 2024.** Selected vendors must submit full payment to confirm their space.
- **September 4, 2024.** Cancellation deadline to receive refund.
- **October 4, 2024 – times vary.** Vendor setup. Texas [Sales Tax Permit](#), Victoria County [Temporary Food Service Establishment Permit](#) (food vendors only) must be displayed.
- **October 4, 2024, 5:30 p.m. – 11:30 p.m.** Festival open.
- **October 5, 2024, 10 a.m. – 11:30 p.m.** Festival open.

BOOTH SPACE

- Layout of the event, including vendor locations, is at the discretion of event management and is subject to many factors including crowd movement, booth needs, and attendee experience.
- Vendors or their staff must be on site and their space open at all times during the event hours.
- Vendors are responsible for securing both their space and product. Security for the grounds will be provided by City of Victoria Police Department.
- Vendors are to adhere to the dimensions of their allotted vendor space and not place items such as tents, tables, chairs, and signage outside of their vendor space.
- Vendors are to use their entire vendor space for the display and sale of product. Vendor space cannot be used for surplus product storage.
- Vendor space is non-transferable and cannot be sublet. Only the applying vendor along with their specified product(s) may occupy the space.
- The sale of items should be passive; “barking” or actively soliciting pedestrians is strictly prohibited.
- The use of sound amplification systems within a vendor space is not allowed.
- Vendors must provide their own tents, canopies, chairs, tables, and signage.
 - Each leg of a vendor’s shelter (tent, canopy) or free-standing vendor signage must have 30 lbs. of weight secured in a safe fashion.
 - Tejas Fest officials may instruct vendors to dismantle their shelters or signage in-person or via a stage announcement if wind speed is expected to exceed 30 mph.

PERMITS AND TAXES

- All vendors must have and display a [Texas Sales Tax Permit](#).
- Food vendors must have and display a [temporary food service establishment permit](#) from the [Victoria County Health Department](#). Tejas Fest will pay for a blanket permit from the Health Department, but vendors must register with Victoria County, City of Victoria Fire Marshal, & City of Victoria. Each food vendor must comply with all City, County and State laws and/or ordinances. The Victoria Itinerant Vendors, Solicitors, & Outdoor Sales ordinance can be found [here](#).
- Food vendor booths/trailers/vehicles must meet the [State of Texas Department of Health Services](#) standards.
- Food vendor booths/trailers/vehicles must comply with all City of Victoria ordinances.
- All food vendors [will be](#) inspected by the Victoria County Health Department and City of Victoria Fire Marshal.

ELECTRICITY

Vendors are expected to use power provided by the City; access to power is included in vending fees.

- 110 volt/20 amp dual outlet connections or 220 volt/50 amp connections are available for food vendors. The preferred connection type must be requested on the vendor application.
- Extension cords must be in good condition and UL rated for outdoor use.
- Vendors must provide their own extension cords, power strips, and lighting. If a circuit is broken repeatedly vendor may be denied continued access to electricity. Defeating GFCI protection is strictly prohibited.
- The use of generators is prohibited.
- Food appliances must be commercial grade (NSF certified).

WATER

- Food vendors are provided potable water via piping; access to water is included in vending fees.
- Wastewater should be disposed of in the grey water receptacles provided for vendor convenience. **It is illegal to discard wastewater into a public place, including gutters, grass, street, etc.**

CLEAN-UP

- All vendors are responsible for their own trash and keeping their booth space clean. Trash containers are provided for your convenience.
- Coals, grease, and other damaging items may not be poured into drains, on streets, or in grass. Doing so may result in fines and exclusion from serving as a food vendor at future City of Victoria events.
- Any and all spills must be cleaned up immediately and may result in fees if damages to property are incurred.

PAYMENT AND CANCELLATIONS

- Payment must be made in full within **ten business days** of being selected to be a food vendor at Tejas Fest.
- No refunds may be processed after September 4, 2024.
- Payment will be made to the City of Victoria Finance Department (phone: 361-485-3081).
- Payment may be made by cash, check or credit card. Checks should be made out to "City of Victoria." Credit card payments made over the phone are assessed a \$3.00 service charge.

Refunds are not given for event cancellation based on weather or other events outside the City of Victoria's reasonable control.