

# THE GREAT TEXAS MOSQUITO FESTIVAL VENDOR GUIDELINES

## Festival Information 2022

### A. Festival Location

1. Clute Municipal Park – Located at 100 Parkview Drive, Clute, TX 77531.
2. The Marion Street Entrance for vendors is located at 352 W. Marion St., Clute, TX 77531.  
This is an outdoor show, all booths will be located on grass in the park.
3. **Vendors must use the Marion St. gate only for vehicle entrance and departure from the park.**

### B. Festival Hours

1. Thursday – July 28<sup>th</sup> the gates open at 5:00 pm and close at midnight
2. Friday - July 29<sup>th</sup> the gates open at 5:00 pm and close at midnight.
3. Saturday – July 30<sup>th</sup> the gates open at 3:00 pm and close at 1:00 am on Sunday August 1st  
**Saturday - July 30<sup>th</sup> - the carnival will not open for business until 3:00pm.**

## II. Booth Information

### A. Booth Space Sizes and Fees (See Early Returning Vendor Rates on Application)

1. 10' (Serve / Customer Frontage) Wide x 15' Deep \$200.00 – see attached diagram
2. 20' (Serve / Customer Frontage) Wide x 15' Deep \$300.00 – see attached diagram
3. 30' (Serve / Customer Frontage) Wide x 15' Deep \$400.00 – see attached diagram
4. Payable to the City of Clute in the form of a cash, credit card, cashier's check, money order.
5. **NO PERSONAL or COMPANY CHECKS WILL BE ACCEPTED. Please do not send cash in the mail.**

### B. Booth Requirements

1. **If your booth is larger than our standard size, you will not be allowed to set up.** Your booth must fit inside the area you have paid for. **NO EXCEPTIONS!** Your tent poles, stakes, trailer hitches, tongues, awnings, door swing area, etc. must fit completely within the booth size you have paid for. This includes trailer side windows, signage, condiment tables, etc. **All equipment must be inside your allotted booth space & must not encroach into the aisle.**
2. Signage – Computer generated, stenciled, professionally painted, or very neatly printed.
3. Hand sanitizer is mandatory at ALL booths.

### C. Check in / Load In (SEE ATTACHED BOOTH MOVE IN SCHEDULE FOR VENDORS)

- |    |                            |                     |                                     |
|----|----------------------------|---------------------|-------------------------------------|
| 1. | Tuesday, July 26th, 2022   | 8:00 am – 3:00 pm   | 30 foot trailers/vendor rigs        |
| 2. | Wednesday, July 27th, 2022 | 8:00 am - 2:00 pm   | <u>30 foot trailers/vendor rigs</u> |
| 3. | Wednesday July 27th, 2022  | 2:00 pm – 7:00 pm   | All other <b>large</b> vendors      |
| 4. | Thursday, July 28th, 2022  | 8:00 a.m. - 3:00 pm | All other vendors must load in      |

**THERE WILL BE NO LOAD IN /MOVE IN ON FRIDAY OR SATURDAY**

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## D. Electrical Requirements

1. Only heavy duty, 100 ft., #12 extension cords, (grounded plugs) are allowed to be used. If you do not have this type of extension cord, you will not be allowed to plug in.
2. Please identify your cord by marking or tagging it at the male end of the plug.

## III. Vendor Information

### A. Parking Passes for Vendors

1. One (1) parking pass will be issued to each vendor at check-in. Additional passes are \$40.00 for the 3 days.
2. A vehicle with a properly affixed parking sticker will be allowed to park inside the festival grounds in the vendor parking lot only. They will not be allowed to drive to their booth until 12:30 a.m. on Friday and Saturday and 1:30 a.m. on Sunday. This parking pass will allow vendors to enter and exit the festival grounds at the Marion Street gate during operating hours. Passes will **NOT** be mailed. All other parking is outside the festival grounds. Drive in entrance only through Marion Gate.
3. ANY VEHICLE PARKED INSIDE THE GROUNDS OF THE FESTIVAL, WHICH IS NOT PROPERLY PARKED AND / OR DOES NOT HAVE A CURRENT PARKING PASS – WILL BE TOWED AT THE OWNER’S EXPENSE – WITH NO FURTHER NOTICE.
4. Everyone in the vehicle must have a festival wristband to enter.

### B. Parking Regulations for Vendors

1. All vehicles, without a parking sticker, must be removed from inside the booth area before 3:30 p.m., Thursday & Friday and by 1:00 pm on Saturday. All vehicles must be properly parked in vendor parking lot, not pulled up next to or behind your booth space.
2. No Vehicles will be allowed at your booth unless they are part of your display.
3. Any vehicle that is part of a display must remain at said site during festival hours.

### C. Armbands for Vendors

1. Four (4) three-day armbands will be provided per vendor. Additional armbands may be purchased for \$20.00/armband before the festival with a limit of four (4) additional armbands.
2. At the time of check-in vendors will be issued their worker armbands.
3. NO ARMBANDS WILL BE MAILED.
4. Armbands must be worn properly, meaning that they cannot be slipped over your wrist, no tape, etc. Armbands cannot be passed from worker to worker. Improperly worn armbands will be taken up at the admission gate and the person will be denied entry. All workers must have an armband or pay daily admission fees to come through any admission gate.

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## General Information

### D. Replenishment of Stock

1. Replenishment of stock is the sole responsibility of the vendor and should be done before gate closing as listed below:

<b>Thursday &amp; Friday</b>	<b>Gates open</b>	<b>8:30 am</b>	<b>Gates close</b>	<b>3:30 pm</b>
<b>Saturday</b>	<b>Gates open</b>	<b>8:30 am</b>	<b>Gates close</b>	<b>1:00 pm</b>

If you need to replenish your stock during the festival hours and if your vehicle has a vendor parking pass, you may drive in at the Marion Street gate and park in the assigned vendor parking area. **YOU MAY NOT TAKE YOUR VEHICLE TO YOUR BOOTH DURING THE FESTIVAL HOURS OR AFTER GATES HAVE CLOSED. You must hand carry your supplies to your vendor spot.**

### E. Solicitation

1. All solicitation and / or sales must take place within your vendor booth space unless you have received prior approval.

### F. Security

1. The Festival will provide onsite security on Tuesday 7/26 & Wednesday 7/27 from 5pm to 7am.
2. The Festival will provide onsite security Thursday 7/28 from 5:00 pm until Sunday 7/31 at 8:00 am.
3. The festival is not responsible for your booth or its contents. Security is not provided after 8:00 a.m. on Sunday July 31st.

### G. Clean Up Responsibilities

1. Booth cleanup is the sole responsibility of the vendor. Each vendor must properly dispose of their trash in the **DUMPSTERS** located at the front and rear of the grounds on a daily basis. Trash barrels located throughout the park grounds are for festival patrons and are not for vendor trash. Festival clean-up crews are not responsible for disposing of vendor trash. If it is determined that you used any undesignated trash cans and / or left any litter in your booth space you will not be sent a contract for the following festival year.
2. All booth litter must be removed from the Festival Grounds no later than 8:00 am, Sunday July 31st. Any items left after 10:00am, July 31<sup>st</sup>, will be disposed of by festival staff.

### H. Non – Food Vendor Items

1. Only designated vendors will sell “light up” toys and miscellaneous “light up” items. These booth spaces will be chosen by the GTMF Executive SWAT Team committee.
2. Only designated vendors will sell sand art or do any type of face painting. These vendors will have rights to sell or market these items. These booth spaces will be chosen by the GTMF Executive SWAT Team committee.

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## I. Restricted Vendor Items

1. Items not allowed in booth include but are not limited to: Throwing stars, martial arts weapons, brass knuckles, roach clips, snap' n pops, **knives of any sort**, drug paraphernalia of any kind, crazy string, counterfeit merchandise, water weenies, potato guns and bubbles/ bubble machines. If any item is questionable, please contact the Great Texas Mosquito Festival at 979-265-8392 or 800-371-2971. The Great Texas Mosquito Festival reserves the right to limit or restrict the sale of any items.

## J. Carbonated beverages, energy drinks or bottled water

1. All vendors will be allowed to sell carbonated beverages, lemonade, tea, energy drinks and bottled water. **Nothing may be sold in glass containers.** Vendors may set their own price points and size for these drinks. The executive board will permit two (2) frozen drink vendors, depending on their electrical requirements.
2. Bagged ice will be available for sale to all vendors.

## IV. Food Booths

### A. Health Permit

1. A health permit is issued through the City Code Enforcement office for all food booths (\$25.00 per booth) and will be due when you submit your contract. This will be issued on Thursday, July 28<sup>th</sup> at your booth during inspection.

### B. Health Inspection

1. The City Health Inspector will inspect each booth on Thursday, July 28<sup>th</sup>.
2. Food Booths must comply with current guidelines for food handling and have a current Texas Food Handlers Certificate. (See attached City of Clute Code Enforcement Dept. Guidelines for Food Handling at Temporary Events.)
3. There is no refund to food vendors who do not pass their health inspection.

### C. Food Vendor Items

1. A complete inventory of items you wish to sell must be included with your application. All food vendors may sell carbonated beverages, energy drinks, tea, lemonade, and water at their booths. There are no exclusives on food items for sale – there may be other vendors selling similar products. Bagged ice will available, on the festival grounds, for sale to vendors

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2. No alcoholic beverages may be sold at food booths.
3. The carnival will be allowed to sell the following items in the carnival area: French fries, corn dogs, Frito pies, pickles, candy, candy apples, cotton candy, snow cones, nachos, hot dogs, funnel cakes and curly fries.

## D. Guidelines for Food Handling at Temporary Events

1. Each physically separated vendor booth requires a current Food Safety Handlers Certificate issued by the State of Texas. See information on back of Code Enforcement document.
2. Ice used for consumption must be from an approved source. Ice shall be held in bags until and used and dispensed properly.
3. Food contact surfaces of equipment shall be protected from contamination.
4. Provide only single-service articles for customer's use, i.e., condiment packets & utensils.
5. Provide potable water for cleaning and sanitizing utensils. Provide a heating facility capable of producing hot water. Use three (3) containers (plastic buckets, plastic food containers, etc.) for WASHING, RINSING AND SANITIZING. The wash bucket/container will have soap and water; the rinse bucket/container will have clean water and the sanitize bucket/container will have water and sanitizer.
6. Do not store any food in contact with water / undrained ice.
7. Dispose of all liquid and solid waste properly – not at your booth site.
8. Provide cleanable floors in Booth Area and service areas – (light wood, tarp, cardboard)
9. Provide a ceiling in food preparation and service areas (wood, canvas or other material that protects the interior of the establishment from the weather and other agents.)
10. Hand sanitizer must be available at every booth.

## V. Contact Information

### A. GREAT TEXAS MOSQUITO FESTIVAL

Clute Parks Department 100 Parkview Drive Clute, Texas 77531  
(979) 265-8392 or 1-800-371-2971 or fax (979) 265-8767  
vendors@mosquitofestival.com