

THE GREAT TEXAS MOSQUITO FESTIVAL VENDOR GUIDELINES

2024 Festival Information

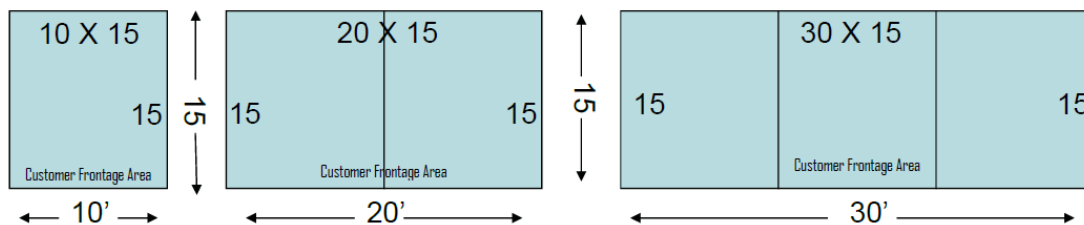
- **Festival Location**
 - Event Address – Clute Municipal Park, 100 Parkview Drive, Clute, TX 77531.
 - Vendor Entrance (Marion Gate) – 352 W. Marion Street, Clute, TX 77531
 - Vendors must use the Marion Street Gate for vehicle entrance and exit from the park.
- **Festival Hours**
 - Thursday, July 25 – Gates open at 5pm and close at midnight.
 - Friday, July 26 – Gates open at 5pm and close at midnight.
 - Saturday, July 27 – Gates open at 3pm and close at 1 am.
 - All vendor booths shall remain open during Festival Hours.

Contact Information

- Great Texas Mosquito Festival
- Clute Parks and Recreation Department, 100 Parkview Drive, Clute, TX 77531
- 979-265-8392 or 800-371-2971 or fax 979-265-8767, email nschaefer@clutetexas.gov

Booth Information

VENDOR BOOTH SIZES –10',20' or 30' = CUSTOMER FRONTAGE / SERVICE



PLEASE NOTE THAT YOUR CUSTOMER FRONTAGE AREA RUNS PARALLEL TO THE FRONT LINE OF YOUR BOOTH SPACE.

Your trailer / canopy / merchandise must fit completely inside the booth space you purchase. Your space will be outdoors, on ground with access to electricity. Food vendors will also have access to water. You must provide any canopy, tent, tables, chairs, trailer, shelter, fixtures, electrical cords, water hoses, etc.

You must indicate to festival organizers which side of your vendor space you will be serving your customers. We must know this information to be able to lay out the festival / vendor areas. Your space requirements, electrical requirements and customer service areas have to be communicated properly to the festival organizers. Please take the time to fill out this paperwork properly.

- **Booth Space Sizes and Fees**
 - 10' wide frontage x 15' deep \$200.00
 - 20' wide frontage x 15' deep \$300.00
 - 30' wide frontage x 15' deep \$400.00

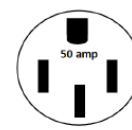
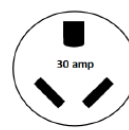
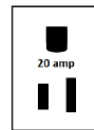
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- **Booth Requirements**
 - Booths must fit inside the area you have paid for. **NO EXCEPTIONS!**
 - Tent poles, stakes, trailer hitches, tongues, awnings, door swing area, etc. must fit completely within the booth size that was paid for.
 - Tables, signage, condiment tables, etc. must fit completely within the booth size that was paid for. This includes flags!
 - Signage must be computer generated, stenciled, professionally painted or very neatly printed.
- **Booth Location**
 - Booth location will be assigned at check-in. **ALL VENDORS** must check in before proceeding to any space on the Festival grounds.
 - Priority will be given to returning vendors, but there is no guarantee that booth locations will be the same from year to year.
 - The GTMF committee reserves the right to move a vendor upon arrival if deemed necessary.
- **Electrical Requirements**
 - 20, 30 and 50 amp outlets are available. Vendor **MUST** select the correct outlet.
 - Only heavy duty, 100', #12 extension cords (grounded plugs) are allowed.
 - Identify your cord by marking the male end of the plug with vendor booth number.



This is a duplex 15 amp 110 outlet – all vendors have access to this type of plug within 100' of their booth space.

20amp, 30amp & 50amp outlets are available, but **MUST** be requested.



- **Check In / Load In**

▪ Tuesday, July 23	8am-3pm	30' trailers/rigs
▪ Wednesday, July 24	8am-2pm	30' trailers/rigs
▪ Wednesday, July 24	2pm-7pm	All other LARGE trailers/rigs
▪ Thursday, July 25	8am-3pm	All other vendors

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

Vendor Information

- **Parking Passes**
 - One (1) parking pass will be issued to each vendor at check-in. Parking passes will **NOT** be mailed.
 - Passes **MUST** always be displayed hanging from rearview mirror.
 - Vehicles with properly displayed parking passes will be allowed to enter and exit the Festival grounds through the Marion Gate during operating hours and those vehicles will be allowed to park inside the Festival grounds in the vendor parking lot only.
 - All passengers occupying vehicles entering through the Marion Gate **MUST** have a Festival wristband to enter, **NO EXCEPTIONS.**

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- Vendors may not drive to their booth to restock/load until 12:30 am on Friday or Saturday and 1:30 am on Sunday.
- **ANY VEHICLE PARKED INSIDE THE FESTIVAL GROUNDS, WHICH IS NOT PROPERLY PARKED OR DOES NOT HAVE A CURRENT PARKING PASS PROPERLY DISPLAYED, WILL BE TOWED AT THE OWNERS EXPENSE WITH NO FURTHER NOTICE.**
- **Parking Regulations for Vendors**
 - All vehicles without a properly displayed parking pass must be removed from inside the vendor area before 3:30 pm on Thursday and Friday and by 1:00 pm on Saturday.
 - All vehicles with a properly displayed parking pass must be parked in the vendor parking lot, not pulled up next to or behind the booth space unless given explicit permission to do so during placement.
 - Only vehicles that are part of the display will be allowed in front of a booth and those vehicles must remain at said booth during Festival hours.
- **Wristbands for Vendors**
 - Four (4) three-day wristbands will be provided per vendor at check-in. Wristbands will NOT be mailed.
 - Vendors are limited to four (4) additional wristbands. Additional wristbands are \$20 each for the three days of the event.
 - Wristbands must be worn properly at all times. This means they may not slip over the wrist, be taped or stapled, etc.. Improperly worn wristbands will be taken up at the admission gate and admission will be denied.
 - Wristbands may NOT be passed from worker to worker.
 - All workers must have a wristband or pay daily admission to come through any admission gate.
 - Lost wristbands will NOT be replaced. Damaged wristbands must be returned to Festival Staff to be considered for replacement.

General Information

- **Replenishment of Stock**
 - Replenishment of stock is the sole responsibility of the vendor and should be done during the hours listed below:
 - Thursday & Friday Marion Gate Opens 8:30am Gate Closes 3:30pm
 - Saturday Marion Gate Opens 8:30am Gate Closes 1:00pm
 - If you need to replenish stock during Festival hours and if your vehicle has a properly displayed vendor parking pass, you may enter through the Marion Street Gate and park in the assigned vendor parking area and hand carry your goods from there. **YOU MAY NOT TAKE YOUR VEHICLE TO YOUR BOOTH DURING FESTIVAL HOURS OR AFTER GATES HAVE CLOSED.**
- **Solicitation**
 - All solicitation and/or sales must take place within your vendor booth space unless you have received prior written approval.
- **Sales Tax**
 - All vendors must have a current Sales and Use Tax Permit issued by the Texas State Comptroller.

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- **Security**
 - The Festival will provide onsite security on Tuesday, July 23 and Wednesday, July 24 from 5 pm until 7 am.
 - The Festival will provide onsite security on Thursday, July 25 at 5 pm through Sunday, July 28 at 8 am.
 - The Festival is not responsible for your booth or its contents. Security is not provided after 8 am on Sunday, July 28.

- **Clean Up**
 - Booth cleanup is the sole responsibility of the vendor. Each vendor must properly dispose of 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.
 - If it is determined that a vendor has used undesignated trash cans and/or left litter in a booth space, said vendor will not receive a contract to return to participate at the Festival.
 - All booth litter must be removed from the Festival grounds no later than 8 am on Sunday, July 28. Any items left after this time will be disposed of by the Festival Staff said vendor will not receive a contract to return to participate at the Festival.

- **Non-Food Vendor Items**
 - 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.
 - 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.

- **Restricted Vendor Items**
 - Items NOT allowed in vendor booths include, but are not limited to: throwing stars, martial arts weapons, brass knuckles, guns (including toy/water/plastic guns), knives of any sort, drug paraphernalia of any kind, snap & pops, silly string, water weenies, potato guns, bubbles, bubble guns and bubble machines. If any item is questionable, please contact the GTMF at 979-265-8392 or 800-371-2971 or email nschaefer@clutetexas.gov.

- **Carbonated beverages, energy drinks or bottled water**
 - Only FOOD vendors with an approved permit will be allowed to sell any type of beverage.

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Food Vendors

- **Food Vendor Items**
 - 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.
 - Nothing may be sold in glass containers.
 - There are no exclusives on food items for sale, there may be other vendors selling similar products. The carnival will be allowed to sell the following in the carnival area: French fries, corn dogs, Frito pies, pickles, candy, candy apples, cotton candy, sno cones, nachos, hot dogs, funnel cakes and curly fries.
 - Bagged ice will be available on the Festival grounds for sale to vendors.
 - No alcoholic beverages may be sold.

- **Health Permit**
 - A health permit is issued through the City of Clute Code Enforcement office for all food vendors and applications and fee will be due when your contract is submitted.
 - Permits are \$25 per booth and will be issued on Thursday, July 25 at your booth inspection.

- **Health Inspection**
 - The City Health Inspector will inspect each booth on Thursday, July 25.
 - Food booths must comply with current guidelines for food handling and have a current Texas Food Handlers Certificate.
 - There is no refund to food vendors who do not pass their health inspection.

- **Guidelines for Food Handling at Temporary Events**
 - Please see the attached Guidelines for details.

The Health Officer may impose additional requirements to protect against hazards related to the conduct of the temporary food establishments and may prohibit the sale of some or all potentially hazardous foods.

Texas law requires that all employees who handle food must take an approved food handler course and receive their certification card. The Texas Food Handler Certification Card is available online anytime. The online Texas Food Handler course is approximately three (3) hours in length. The state of Texas will charge you a minimum of \$10 to take the test online. You must present this certification or an equal/greater certification to operate a food booth at the Great Texas Mosquito Festival. The following is a partial list of websites that offer the Texas Food Handler Certification course online:

www.safewayclasses.com

www.learn2serve.com

www.texasfoodcard.com

www.tabctraining.org

www.foodmanageronline.com

*The City of Clute charges a separate Health Permit fee of \$25 due when you submit your vendor application.