



Vendor Booth Application & Information

Potential Vendor:

Thank you for your interest in participating as a vendor at the City of Garland's Juneteenth Celebration. This community event will be held on **Saturday, June 15, 2024**, from 5:00 to 9:00 p.m. in **Downtown Garland**. The celebration will feature music, entertainment, food trucks, and a children's area.

Spaces are \$100; each vendor must supply their own tables and chairs, and a tent will be provided. Vendors who provide a non-profit certificate will be exempt from the \$100 fee. All vendors must be able to have their booth set up no later than 4:30 p.m. Vendors may begin loading in at 1:00 p.m. and cannot load out until after 9:00 p.m.

Space is limited to 20 vendors, and the deadline to submit your application is 5:00 p.m., Friday, May 17, 2024. The Juneteenth Vendor Booth Committee will confirm your participation as a vendor by May 27. Once committee confirmation has been received, the vendor fee of \$100 to the City of Garland, Special Events Department must be received by June 3, 2024.

An application does not guarantee a booth space. Preferred consideration for Non-Profit applicants.

If you have any questions, please get in touch with us at specialevents@garlandtx.gov or (972) 205-3896.

City of Garland Vendor Booth Terms and Information

Juneteenth will be held **SATURDAY, June 15, 2024**, from 5:00 p.m. to 9:00 p.m. in **Downtown Garland**.

Vendors who are selected to participate in this event will be sent a site map prior to the event detailing parking information and booth assignment.

1. **Booth Reservation & Assignment:** City Staff will assign booths for vendors. Vendors cannot trade spaces, nor can they move to another location without approval from City Staff.
2. **Booth Space:** Booth sites measure ten feet by ten feet (10' x 10'). Vendors are responsible for supplying any needed tables, chairs, and décor.
3. **Hours of Operation:** Booths must be open to the public, adequately staffed and maintained in complete form during the entire event, which lasts from 5:00 p.m. to 9:00 p.m.
4. **Set Up/Tear Down:** Vendors may begin loading in at 1:00 p.m. and must have booth ready for patrons by 4:30 p.m. Loading and unloading must take place by wagon/dolly as driving up to the booth space may not be possible. Loading and unloading zones will be communicated prior to the event.
5. **Electric Service:** Electricity will be provided. Vendors must bring their own extension cords and power strips.
6. **Solicitation:** Vendors are prohibited from soliciting outside of their assigned booth space. Literature is prohibited from being placed anywhere on the grounds.
7. **Prohibited Items:** Items not allowed for sale or distribution include, but are not limited to: tobacco, drug or alcohol related items; sexually explicit or adult-themed material; any materials that advocate sexism, racism, violence, profanity or that are discriminatory, intolerant, or violent in content (at the discretion of City Staff).
8. **License, Permits and Sales Tax:** Vendors are responsible for all appropriate licenses and permits for their operation. Required permits must be available during the event. Vendors are solely responsible for the payment of all required taxes to local, state, and federal authorities and shall keep such records of transactions as may be required by such authorities.
9. **Drugs/Smoking/Alcohol:** No smoking, alcohol or illegal drugs will be permitted on-site.
10. **Trash:** Each vendor is responsible for keeping their assigned booth clean, neat and orderly at all times. This includes hauling away any trash or garbage that is generated in or around the booth and sweeping up any product debris left on the ground.
11. **Food/Beverages:** Only approved concessionaires may sell food or beverages.
12. **Animals:** Animals are not allowed in vendor booths. Exceptions will be made for assistance animals.
13. **Exceptions:** Any exception(s) to these terms must have prior written approval by City Staff.
14. **Agreement Termination:** The City of Garland may terminate this agreement without notice and forthwith remove the vendor from the premises for selling unauthorized items, failure to sell from the assigned booth space, or breach of any part of this agreement, including without limitations, failure to timely pay the booth fee set forth herein. No refunds shall be given to vendors selected to participate in this event for any reason.
15. **Vendor as Independent Contractor:** The parties hereto stipulate and agree that, under this agreement, the vendor is not acting as an agent, employee, representative, partner, nor joint venturer of the City of Garland, but shall at all times and for all purposes have the status of independent contractor. The City of Garland shall not control the manner or methods by which the vendor performs sales, except as expressly provided for herein.
16. **Vendor Responsibility and Liability:** The vendor assumes the entire responsibility and liability for:
 - Losses, damages, and claims arising out of injury to his/her own personal property or party.
 - Damage to the vendor's displays, equipment, or other property.
 - The vendor agrees not to hold liable or responsible in any form the City of Garland, its employees, event supervisors, guests, volunteers, and participants against any and all claims or expenses for such losses, arising out of the performance of this agreement.

These terms and information have been established to satisfy the diverse needs of our vendors and patrons. The City of Garland reserves the right to change these terms at any time.

For questions or additional information please call (972) 205-3896 or email specialevents@garlandtx.gov.

Vendor Booth Application

Please mark the appropriate vendor type:

501(c)3 Non-Profit Other: _____

Name of Organization: _____

Contact Person: _____ Tax ID #: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: (____) _____ Alternate Phone: (____) _____

Email Address: _____

Items to be displayed or made: (Food Distribution is limited to the pre-arranged Food Trucks)

Agreement of Liability Waiver

I do hereby fully release and discharge the City of Garland and its officers, agents, servants, and employees from any and all claims from injuries, damage, or loss which I may have or which may accrue to me on account of my participation in the Juneteenth Celebration. I also understand that failure to show and participate at the event could result in exclusion from participation in future City of Garland special events. I have read and fully understand the listed terms and conditions.

Vendor Signature

Vendor Print

Date

Send form to:

City of Garland
Attn: Special Events
211 N. Fifth St.
Garland, TX 75040

<i>FOR STAFF USE ONLY</i> <i>Booth #:</i>
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All applications must be received by **Friday, May 17, 2024.**

Once committee confirmation has been received, the vendor fee of \$100 to the City of Garland, Special Events Department must be received by **June 3, 2024.**