Vendor Licensing Agreement

Saturday, November 02, 2019

**Please read all of the following information carefully before completing the application.**

This licensing agreement is by and between the Streets of Laredo Mall Inc. dba Laredo Main Street, hereinafter referred to as the Festival, and food, merchandise, exhibit, and activity vendor, hereinafter referred to as the Vendor.

**Vendor Categories**

* Food Vendor – Any vendor selling food or beverages
* Craft
* Commercial (Promotional)

**The following will be provided by the festival:**

* One (1) 10’x10’Booth & work area
	+ Additional space can be added at an additional price
* One (1) 20-amp power panel with four outlets
* (5) festival entry passes for booth workers
	+ Will be disbursed to vendors at the mandatory Vendor Meeting on Friday, October 25, 2019.
	+ Additional festival entry passes are available for the presale ticket price of $10.00/ea. at the mandatory Vendor Meeting.

**The vendor is responsible for the following:**

* A representative must attend the mandatory Vendor Meeting Friday, October 25, 2019 at 5:30pm.
* Liability/Product Insurance
	+ Copy of certificate of liability insurance must be submitted with this application listing UETA Jamboozie and Laredo Main Street as an additional insured, prior to being approved to sell
	+ Festival can provide vendor with one day insurance for an additional fee.
* Permits
	+ State of Texas Sales Tax Permit (required for all vendors)
		- 1202 E. Del Mar Blvd. #1 Laredo Texas 78041

(956) 722-2859

* + City of Laredo Health Department Temporary Permit (if applicable)
		- Gilbert Garcia or Sam Gonzalez

2600 Cedar St. Laredo Texas 78040

(956) 795-4904 ext. 4620

This office does not issue permits after 4pm

* + City of Laredo Fire Department Food Permit (if applicable)
		- Albert Esquivel or Ruben Dominguez

1120 San Bernardo Ave. Laredo Texas 78040

(956) 794-1633

* Tables/Chairs/Work benches
* Lighting
* Extension Cords
	+ Electrical Panels may be up to 100 ft. away from workspace
* Trash Cans/Trash Bags
	+ Please keep workspaces clean throughout the festival
	+ Failure to clean up workspace during/after event will result in vendor being banned from any and all future Laredo Main Street events
* Ice/Water (if applicable)
* Signage

**Vendor is prohibited to sell the following items:**

* Novelty Guns
* Novelty Knives
* Novelty Weapons
* Fireworks
* Beer and alcoholic beverages of any kind
* Soda
* Water
* Any other items that are dangerous and/or considered a threat to the community
	+ If vendor is found selling any of the above listed items the festival will have the right to evict the vendor and its workers from the premises, close booth(s), terminate sale

activity immediately and will be banned from any and all future Laredo Main Street events. A violation results in the forfeiture of booth fees.

**Other important festival regulations/guidelines/information:**

* No fees will be refunded due to:
	+ Weather
	+ Cancellation on behalf of the vendor
* Festival reserves the right to refuse any vendor application or to limit items sold by vendor and/or require vendor to sell different items in order to participate.
	+ Food vendors are limited to sell no more than four (4) items day of event.
		- Items must be approved by the festival prior to day of event and adhered to during event unless otherwise approved by festival.
* All booths shall remain open to the public and adequately staffed throughout the event hours of 3:00pm on Saturday, November 02, 2019 to 12:00am (midnight) Sunday, November 03, 2019.
* Festival will announce vendor locations on Friday, October 25, 2019 for all paid booths.
* Vendor set-up time is from 9:00am to 1:00pm on Saturday, November 02, 2019.
	+ Vendor will not be allowed on festival grounds after set-up time and will not be refunded any fees
* All vendor vehicles, including storage trucks and trailers must be removed from the grounds on or before 1:00pm of the event. Festival reserves the right to tow or remove any unauthorized or unlicensed vendor booths, trailers, signage or equipment from the festival grounds prior to or during the event.
* The use of microphones speakers or any other similar devices if prohibited.
* There shall be no soliciting information of any political party throughout the event.
* Food preparation and service must be in accordance with the City of Laredo Health Department regulation and City of Laredo Fire Department regulations.
* Vendor agrees to hold harmless and indemnify the festival, its officers, board members, chairpersons, volunteers and workers from any and all liability, expenses and or damages including court and attorney’s fees, resulting from vendor’s use of the booth and for any acts of vendor’s workers and any and all damages or injuries to any person and property resulting whether directly or indirectly from the sale of distribution of any product, goods or services by vendor and participation in the festival.
	+ All vendors must sign the liability release as stated to release the festival of all liabilities.

Vendor Application

Saturday, November 02, 2019

Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Business/Group/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check all that apply:**

* \_\_\_\_**Food Vendor** (1 food Item/10x10 workspace) $350.00/ea.
* \_\_\_\_ (qty.) Additional Items (max 3) $50.00/ea.
* \_\_\_\_**Craft Vendor**(10x10 workspace) $300.00
* \_\_\_\_**Commercial** (promotional/10x10 workspace) $300.00
* Temporary Liability/Product Insurance $\_\_\_\_\_\_\_
* \_\_\_\_ (qty.) Festival entry passes $10.00/ea.
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

**Total Vendor Fee ---------------------------------------------------------------------- $\_\_\_\_\_\_\_\_\_\_**

-All fees must be made to the Laredo Main Street office in full by Friday, October 25, 2019.

-A $50 late fee will be added to any unpaid balances after Friday, October 25, 2019.

-Vendors who fail to pay their fees before payment deadline will not be added to the vendor map and will forfeit all payments made.

If merchandise/exhibit/activity or booth(s), please list description of products/services to be sold: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If food vendors please list items to be sold:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be cooking on a grill? Yes No

Will you need to dispose of grease? Yes No

What type of appliances will you be cooking with? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All vendors must sign the liability as stated in the licensing agreement to release festival of all liabilities.

I agree to indemnify and hold harmless Streets of Laredo Mall Inc. dba Laredo Main Street against any and all claims arising from any or all negligence or malice of commercial displayer, vendor or any commercial displayer’s/vendors agents, contractors or employees, or arising from any accident, injury, or damage whatsoever, however caused, to any person or persons, corporations or corporations or property, occurring in, on or in the immediate vicinity of the space operated by commercial displayer/vendor.

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Authorized Person – Print Name Authorized Person – Signature Date

***Beginning Balance:***

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| --- | --- | --- | --- |
| Date: | Payment: | Balance Due: | Payment Type: |
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