



Harker Heights Parks and Recreation Special Events Vendor Application 2022-2023

Return completed application at least 2 business days before date of event to

Sara Gibbs, Activities Coordinator
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Harker Heights, TX 76548

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A completed application and appropriate licenses must be submitted and approved by staff before applicant is eligible to participate and/or sell at any event. Applications can take up to 2 business days to be approved. An approval e-mail will be sent upon acceptance.

Vendor Fee: FREE

Required Documentation *(Incomplete applications will not be considered)*

<p>VENDORS <i>Business or non-profit that offers an added component to the event. i.e., providing a game, activity, or a themed photo op. These components must be in line with the events theme and approved by City Staff. (*see item 2 under guidelines on page 2)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Application 	<p>VENDORS SELLING PRODUCTS/SERVICES SPECIFIC TO EVENT <i>A business or non-profit selling products and/or services specific to event</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Application <input type="checkbox"/> Photos of items combined on 1-2 pages 	<p>FOOD VENDORS <i>Business or non-profit that sells food items. *(copies of food handler's permit required for all staff handling food)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Application <input type="checkbox"/> Photo of vendor setup <input type="checkbox"/> Owner/ Manager – Food Manager's Certification <input type="checkbox"/> *Staff Food Handler's Permit <p>Food Trucks</p> <ul style="list-style-type: none"> <input type="checkbox"/> Harker Heights Mobile Food Vendor Permit <p>Prepared Foods Booths</p> <ul style="list-style-type: none"> <input type="checkbox"/> Harker Heights Food Booth Permit
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GUIDELINES

1. There is no fee to be a vendor.
2. A vendor provides an added component to the event. For instance, providing a game, activity, or photo op. A business or non-profit is permissible to hand out marketing items and/or have a “contact me later” list at their booth location, as long as they are providing an approved component. These components must be approved by City Staff and be substantial enough to add value to the event. They shall not conduct business or sell items/services unless it is specific to the event and/or approved by City staff. The business or non-profit’s mission statement and goals may not conflict with those of the City of Harker Heights. The City of Harker Heights reserves the right to deny the acceptance of any business or non-profit.
3. Food vendors, non-profits, and businesses selling items/services specific to an event must have business name, product, and price visible to event goers.
4. It is understood that the vendor will comply with all applicable local, state, and federal laws.
5. Upon approval, vendor acknowledges that they will be present for the events for which they have signed up. Should vendor have to be absent from an event, they must notify City staff via phone or e-mail three business days before the event.

LOGISTICS

1. Set up maps will be e-mailed 1 to 2 business days before the event. Map will verify location of event, set up time, tear down time, and parking.
2. Public restrooms and trash receptacles will be provided and maintained by the City of Harker Heights.
3. Waste disposal for items such as oil and grease will be the responsibility of the food establishment and will not be disposed of on City property.
4. Vendor must ensure that trash is disposed of in a trash receptacle and no other items be left behind. Space should be returned in the condition in which it was found.
5. Booth request will be considered on a first come, first serve basis, and not guaranteed.
6. Average booth space is 10 ft. x 10 ft. Please inform City staff if you need a larger area at time of applying.
7. Vendor is responsible for all equipment needs including tables, chairs, shade devices, set up, tear down, staffing, materials, lighting if needed, etc.
8. Vendors must **IMMEDIATELY** unload and then move vehicle to a designated parking spot outside the event area. No vehicles are permitted in the event area 30 minutes prior to event start, unless you are a food truck, or it is part of the vendor booth and is previously approved by Event Coordinator/Staff.
9. Vendor tear down begins shortly after the event ends. Vendors must stay during the duration of the event and are asked to not leave early. Vehicles will be allowed in event area after the event ends and once the crowd has cleared.
10. If a vendor chooses to use a tent, that tent must be clean and in good shape. We prefer vendors to have a 10 ft. x 10 ft. EZupTent or ZShade Tent.
11. Most accidents at events involve pop up tents. **All tents must be weighed down with at least 25 lbs. of weight per leg.** If location is on grassy areas, all tents should be weighted and staked down. Stakes cannot exceed a length of 12 inches. Gallon water jugs and single bricks are not acceptable. Professional grade tent weights including pvc pipe filled with concrete or tent weight sandbags are safe ways to weigh down tents. Strong gusts come up without warning at any time before, during, or after the event. Tying tents to tables, coolers, or any other objects that is not intended to be weights constitute tripping hazards and are not allowed. Vendor and customer safety is paramount.



12. If vendor set up requires a grill, battery, generators or sternos, **vendor must have a Class ABC or K** (depending on set up) rated **fire extinguisher on site and within reach of the booth** during the event at all times. The fire extinguisher must have current inspection and be fully charged. Grill, battery, or generator must be set up on concrete or secured to a 4 ft. x 4 ft. plywood. Fuel tanks shall be of adequate capacity to permit uninterrupted operation during event time. Generators shall be isolated from contact with the public. Storage of gasoline is not allowed in or near generators or food booths.

PARK'S & EVENT'S PROHIBITED PRACTICES

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| <ol style="list-style-type: none">1. Use or possess any glass beverage bottle in City parks.2. Alcoholic beverages or intoxicated behavior in park and athletic facilities is not permitted (use of alcohol subject to council approval).3. Parking in undesignated areas.4. Fires in undesignated grills or fire pits.5. Indecent or abusive language, or any activity, which creates a public nuisance.6. Removing or damaging plants, grass, or otherwise disturbing any part of the environment.7. Improper disposal of litter, to include pet waste.8. Swimming in ponds.9. Vandalizing or defacing any structures, facilities, or natural features. | <ol style="list-style-type: none">10. Firing or discharging any fireworks, air powered weapon, archery device, firearm, or other weapon.11. Unleashed pets, except in designated areas. Removal of animal waste is required.12. Failure to observe posted signs in parks and along trails.13. Leaving a vehicle or cart unattended.14. Operating a motor vehicle within a park, except on roads and parking lots (unless approved by Event Coordinator/Staff).15. Smoking, vaping, chewing, or any tobacco products of any kind by vendors and/or their staff/volunteers in event area.16. Have pets or other live animals for sale or accompanied by vendors (unless approved by Event Coordinator/Staff). |
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VIOLATIONS

Failure to follow the rules & regulations stated or required for permits may result in consequences or dismissal. Severity of consequences or dismissal will be decided on a case-by-case bases.

Professional Code of Conduct

In the spirit of professionalism, participants shall conduct themselves in a manner that represents the City of Harker Heights with honor, dignity, and respect. The participants shall demonstrate the qualities of civility and professionalism at all times. Participants will refrain from using vulgar, abusive, racist, sexist, demeaning or intimidating language at any time. Participants will support fellow vendors and staff in a positive manner and will treat vendors, staff, and event goers with courtesy and respect.

City of Harker Heights Special Events Application 2022-2023

A. Business / Organization Information

Name of Applicant: _____
Business / Organization Name: _____
Address: _____ City: _____ Zip: _____
Phone: _____ Website: _____
E-mail: _____

B. Vending Information *(No vendor fee – please check which applies)*

- Vendor Vendor Selling Specific to Event Food Vendor Food Truck Food Booth

What type of component(s) will you offer and please describe? (Please check all that applies.)

- Providing game(s) _____
 Providing activity _____
 Handing out items _____
 Selling items specific to event to sell _____
 Selling food items _____

Does your set up use a propane grill, charcoal grill, or gas/battery generator? Yes No

Utilities needed? None Electric Water *(Please note electricity and water supply is limited and may not be granted)*

C. Events *(Please check which events you wish to participate in.)*

- Howdy Holidays** *(Saturday, December 10, 2022)* Time: 9:00 am – 1:00 pm
Harker Heights Community Park, 1501 East FM 2410

D. Indemnify/Hold Harmless

The vendor shall indemnify and hold harmless the City of Harker Heights, officers, employees and agents, and assignees from any and all claims for injury and/or damages to persons or property, including wrongful death, which may arise from an event.

Vendor has read and agrees to the Rules & Regulations created and enforced by the City of Harker Heights. Vendor agrees to share the Rules & Regulations with everyone involved at their booth. All Rules & Regulations are subject to change.

Authorized by (Signature): _____

Authorized by (Print): _____ Date: _____

For Department Use Only:

Confirmed By: _____ Date: ____/____/____ Food Handler's Exp: ____/____/____
Photos Rec'd: _____ Food Manager's Certificate Exp: ____/____/____ HH Food Booth/Mobile Food Permit Exp: ____/____/____