



Hispanic Heritage Celebration
September 10, 2011
Time: 10:00a.m. To 4:00p.m.
Sherman Municipal Grounds – 220 West Mulberry



VENDOR APPLICATION

Please print or type requested information

Application must be accompanied by full payment and include a photo copy of your Grayson County Health Permit and Texas Sales Tax Permit. Please note: **NO APPLICATIONS WILL BE ACCEPTED WITHOUT A COPY OF ALL APPLICABLE TEXAS SALES TAX PERMITS OR GRAYSON COUNTY HEALTH PERMITS.**

Name of Contact: _____

Name of Business: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

Please list ALL items which you intend to sell: _____

Texas Sales Tax #: _____

Name listed with Texas Comptroller: _____

Non-Profit Organizations/Groups 501-C.3 #: _____

- For vendor applications, questions, concerns, or assistance, please call Odee Ayala at 903-893-4882, or email: odee@o-dee.com
- For information on obtaining a Food Handler’s Permit, please contact the Grayson County Health Department at 903-893-0131.
- For information on obtaining a Texas Sales Tax Number, please contact the Texas Comptroller’s Office at 903-893-0692

NOTE: **ALL** vendors intending to sell food items, regardless of Non-Profit Status **MUST** register as a Food Vendor. Failure to comply will result in cancellation of booth exhibit.

Vendor Types:	Booth Sizes:	Rental Amounts:	Check all needed boxes	Fees Due
Food Vendors:	11' x 11'	\$75.00		
	16' x 11'	\$100.00		
	21' x 11'	\$125.00		
Non Food Vendors:	11' x 11'	\$75.00		
	16' x 11'	\$100.00		
	21' x 11'	\$125.00		
Non-Profit Organizations: (Must include 501-C.3#)	11' x 11'	\$25.00		
	16' x 11'	\$35.00		
	21' x 11'	\$45.00		
Prime location: Limited spacing available, located near the stage area.		\$50.00		
Late fee: Applies to all applications received after September 01, 2011.		\$35.00		
Total fee due:				

Please make checks payable to: *The Hispanic Heritage Council*. Please mail completed applications, checks, and photo copies of all applicable permits to:

**Hispanic Heritage Council
P.O. Box 488
Sherman, TX. 75091**

I/We have read and agree to the rules of participation for the 2011 Hispanic Heritage Celebration.

Vendor Signature

Date

Hispanic Heritage Celebration

We hope you will join with us in celebrating our Hispanic Independence Day. This family orientated and fun filled event will include a diversity of: ***Food, Culture, Entertainment, Dancing, Music, Children's Area, Car Show, and much more!*** This annual outdoor event includes free admission, free entertainment, and free parking the entire day!

With a very full schedule of activities, it is very important that we all work together to provide a successful and entertaining event for all of the visitors. The Hispanic Heritage Council (HHC) respectfully requests the full cooperation and assistance from all vendors with the following information, guidelines and procedures...Thank you.

Pre-Event Vendor Meeting:

All vendors are required to attend the Vendor Meeting on **Thursday, September 08, 2011 at 6:30 p.m.** at the Sherman Municipal Grounds Gazebo. Vendor spaces will be assigned and identified. Each vendor will have the opportunity to examine the location of their assigned booth and size. The following guidelines will be reviewed and discussed as necessary.

- Booth Fees are NON-REFUNDABLE.
- Booth spaces will be assigned at the discretion of HHC.
- HHC reserves the right for approval of any items to be sold and the right to cancel a vendor booth which HHC in our sole discretion deem inconsistent with the quality of the event. HHC will not be responsible for any vendor expenses or costs incurred and no refund shall be given to the vendor.
- HHC shall not be liable to vendors for any damages, loss, or injury arising from any condition existent at the event, or any act, omission or neglect by any other vendor, volunteer, visitor and/or HHC member at any time whether prior, during, or after the Hispanic Heritage Celebration.
- No vendor will be allowed to sell, distribute, or give-away any of the following items: Water, which includes all Natural, Spring, or **Bottled water, Popcorn, Cotton Candy, and Snow Cones**. Vendors in violation of this policy will be fined \$50.00 for the first violation, payable to HHC immediately upon verification of the violation. A second violation will result in closure of the vendor booth and removal from the accepted vendor list for all future HHC events. HHC will not be responsible for any vendor fees, expenses, or cost incurred and no refund shall be given to the vendor.
- HHC will provide all vendors with Vehicle Parking Permits which will allow vendors to park all motor vehicles, trailers, and equipment in the designated Vendor and HHC **ONLY** parking area.
- HHC will provide all vendors with the Decorating Contest information. HHC would like all vendors to participate in the contest and decorate each booth to promote our festive celebration. Judging will begin at 11:00 a.m. and the winners will be announced at 3 p.m. from the gazebo. HHC would like to have a representative from each winning booth come forward for recognition and receipt of the prize.
- In observance of this family orientated event, HHC will not allow any alcohol, wine coolers, or beer on the Sherman Municipal Grounds at anytime, including vendor set-up, during the event, and vendor tear-down. Violation of this policy will result in immediate removal from the Sherman Municipal Grounds by the Sherman Police Department. HHC will not be responsible for any vendor fees, expenses, or cost incurred and no refund shall be given to the vendor. HHC will not be responsible for any fines or charges imposed by the Sherman Police Department as a result of violating this policy.

Vendor Set-Up:

Vendor set-up will begin Saturday, **September 10, 2011 between 6:30 a.m. and 9:00 a.m.** All vendor motor vehicles and non-essential vendor equipment must be moved to the vendor parking and equipment holding area by **90:00 a.m.** HHC will not offer any loading/unloading assistance, and HHC will not offer any type of load bearing equipment to aid in the transportation of items.

- No refunds for inclement weather.
- Application deadline: 5:00 p.m. September 01, 2011. Applications received after these deadlines will be subject to the additional \$35.00 Late Registration Fees.
- HHC will not furnish: ***Tables, Chairs, Electricity, Tents, Shade Coverings or Canopies.***
- Prime Location Spaces will be assigned on a first come-first serve basis which will be determined by date and time of receipt of the completed application with full payment.
- No motor vehicle may remain in, around, or behind the assigned vendor space during the hours of the event. All trailers which must remain in the assigned vendor space must be safely disconnected from the vehicle and wheel chocks must be used to prevent accidental movement or free rolling.
- All trailers and vendor supporting equipment must remain within the assigned vendor space. This includes the trailer, trailer hitch, ramps or doors. Please take this into consideration with selecting the size of the required vendor space.
- No vendor may use any form of Tent Stake, (including Plastic, Wooden, or Metal) in any grass covered area of the Sherman Municipal Grounds. Vendors are encouraged to use weighted objects to secure all tents and canopies in these assigned vendor areas. Damaging any water lines or lawn sprinklers will result in \$250.00 fine, payable to the City of Sherman.
- No motor vehicle may operate or drive on the grass areas of the Sherman Municipal Grounds at anytime, to include set-up, during the event, or tear-down.

Vendor Tear-Down:

Vendor tear-down will begin Saturday, **September 10, 2011 after 4:00 p.m.** No early tear-downs will be allowed. Early tear-down violators will be removed from the accepted vendors list for all future HHC events. HHC will not offer any loading/unloading assistance, and HHC will not offer any type of load bearing equipment to aid in the transportation of items.

- Due to the large number of visitors exiting the Municipal Grounds upon conclusion of the event, please use extreme caution when operating a motor vehicle from the designated vendor parking area to the assigned booth space.
- HHC would ask each vendor to clear the assigned vendor space of all trash items and to place all trash or unwanted articles into the provided trash receptacles. The City of Sherman will provide the receptacles for this event and they will be maintained throughout the day by various HHC committee volunteers. Please help us to return the Municipal Grounds in the same condition as received.
- No motor vehicle may operate or drive on the grass areas of the Sherman Municipal Grounds at anytime, to include set-up, during the event, or tear-down.
- HHC will not be responsible for the loss or theft of any vendor equipment, items, or merchandise which remain on the Sherman Municipal Grounds after the completion of the event.