

Booth Registration

Payment MUST accompany your registration application. NO forms will be processed without payment. Payments must be made in cash, check or money order. Checks must be made payable to City of San Juan

All vendors must provide their own power strips and supplies.

The Parks Office will provide a booth or table as well as electricity, if requested. If additional power is needed please notify the Planning and Zoning Office at the time of registration.

Slow Cookers MUST have their own electrical cord. No Exceptions.

• **Mail**

San Juan Planning and Zoning Department
709 S. Nebraska
San Juan, Texas 78589

• **Phone**

(956) 223-2200

• **Fax**

(956) 787-5978

Confirmations

Confirmation of registration process completed will be done through a Receipt ONLY.

Sanitation

All food vendors must comply with the food safety regulations provided at the time of registration. As per the Hidalgo County Health Department, all vendors are required to purchase a Temporary Food Sales Permit and have a food handlers card. The Health Department will have inspectors on site ensuring all vendors follow their regulations. If vendor does not meet the regulations they will be shut down and no longer allowed to participate in any city event as a vendor. The vendor will also forfeit the registration fee for the event.

Refunds

ALL REGISTRATIONS ARE NON-REFUNDABLE. ONLY under extreme weather conditions will event be canceled. Only then will a "rain check" or refund will be discussed for the booth fee ONLY.

Please type or print clearly.

Name

LAST

FIRST

STREET ADDRESS

STREET ADDRESS CONT.

CITY

STATE

ZIP

PHONE

FAX

EMAIL

Name as you would like it to appear on your booth. *(For vendor identification only).*

How did you hear about the event?

Non-Profit \$65.00

Profit \$85.00

Corporate Businesses \$100.00

Informational \$50.00

\$50.00 Refundable Deposit per booth

**Items being sold (2 items max. for food.)*

_____ :
 (please specify) BBQ PIT Food Stand

Electricity

Information being distributed: _____

**Permission to be a sole vendor of items will be given by the Festival Committee.*

OFFICE USE ONLY

SOLE VENDOR MULTIPLE VENDORS

Will vendor need: __Table __ (2)Chairs __Booth
__Light Clamp __Fire Extinguisher

Approved By: _____

VENDOR POLICY OUTLINE

I, _____, understand that all items are on a first come, first serve basis. I also understand and will comply with all the regulations stated and given.

Signature

Date

VENDOR POLICY

The following are rules and regulations that need to be followed by vendors during a City Event:

BOOTH FEES:

- **Booth fees are non-negotiable.**
- **Booth fees are also non-refundable.** (ONLY under extreme weather conditions will event be canceled. Only then will a “rain check” or refund will be discussed for the booth fee ONLY.)
- **Non-Profit \$65.00, Profit \$85.00, Corporate Businesses \$100.00, Informational \$50.00.**
 - * Non-Profits must provide a letter from the President with a letter head, officers names should be included including the purpose for using our event to raise funds.
 - * Profit vendors are individuals selling items for personal gain.
 - * Corporate Businesses are established businesses with a viable office, store or restaurant.
 - * Informational vendors are businesses that would like to promote their companies and are not selling items at the City Event.
- **There will be a \$50.00 refundable deposit.** The deposit will be returned the week after the event. The deposit will only be returned if the assigned items are returned in the same condition as they were issued. If any items are returned damaged, vendor will forfeit deposit and will be issued a bill for the damages. The deposit will cover the following items:
 - *Table
 - *(2)Chairs
 - *Booth
 - *Light Clamp (if issued)
 - *Fire Extinguisher (if issued)

ITEMS:

- **Vendor must only sell items that were requested at the time of registration.**
 - **Being a sole or multiple vendor will be decided by the Event Committee.**
- “Sole vendor” is defined by the committee as an individual with the sole rights to sell a certain item.
“Multiple vendor” is defined as two (2) individuals with the right to sell the same item.

VENDOR SANITATION:

- Vendors must have their booth sanitary and clean at all times.
- Vendors must follow all rules to ensure proper personal hygiene at any City Event.
- Vendors will receive a small packet with simple cleaning and sanitizing tips at the time of registration.

VENDOR SIGNAGE:

- Vendor must have adequate signage for booth that indicates items being sold and the price.

VENDOR SET-UP:

- There will be a designated drop off time when vendors will be allowed to have a vehicle in the event area to drop off merchandise
- After the designated drop off time, all vehicles must exit the event area. There will be no vehicles allowed on site. Any vehicles on site, may be towed at owners expense.

PRICE GOUGING WILL NOT BE TOLERATED AT ANY CITY EVENT. Consequences for price gouging can range, but may not be limited to:

- *A verbal request to remove unauthorized items
- *Forfeiture of event booth
- *No longer allowed to participate as a Booth Vendor at City Events.

CANCELLATION:

- In the event of a vendor cancellation, vendors must notify the San Juan E.D.C. one (1) week prior to the event, a refund will then be discussed.
- In the event of a vendor cancellation within the week (7) days prior to the event, refund will NOT be issued, no exceptions.