



Vendor Application 2019
 4th of July Festivities – Raymond Rimkus Park
 6440 Evers Road, Leon Valley, TX 78238
 (210) 684-1391, Ext. 231

VENDOR # _____

DATE: _____ *****PAYMENT MUST ACCOMPANY APPLICATION*****

FIRST COME-FIRST SERVE FOR EACH CATEGORY

VENDORS: No application will be accepted without full payment; temporary food permit, your Sales Tax Certificate; and the names of all booth crew members with their vehicle make/model and license plate number. Entry will ONLY be granted to those listed. No refunds will be provided other than for inclement weather or event cancellations.

I. APPLICANT INFORMATION

Name: _____ Phone: _____ Cell #: _____

Business/Organization Name: _____

Address: _____ City/State/Zip: _____

Email: _____ Web Address: _____

Non-Profit 501c3: NO YES - ID #: _____ TX Sales & Use Tax Permit #: _____

NOTE: You MUST attach a copy of your EXEMPT FORM or TAX PERMIT to this application

II. DESCRIPTION * TYPE OF GOODS TO BE SOLD (NO MORE THAN 3 DIFFERENT ITEMS SOLD)*****

1. _____

2. _____

3. _____

ALL BOOTH CREW MEMBERS *NO MORE THAN 3 VEHICLE PASSES*****

Names of Passengers in Vehicles	Vehicle Make/Model	License Plate Number

All vendors will be required to attend a Pre-Event meeting (date to be determined) Suggested items for booth sales include: antiques, collectibles, made-by-hand arts and crafts, plants, fresh farm produce, and unusual items as recommended and approved by the 4TH of July Staff. No Flea Market Items. Staff sets limits on number (percentage) of booths allowed for each category.

PROHIBITED ITEMS: firearms/ammunition, live animals, and used clothing. All food sold will be inspected by the Leon Valley Health Inspector and follow the Leon Valley Health Department Regulations. **The City of Leon Valley has final say on goods to be sold or consumed on event grounds.**

III. SET-UP/ EVENT TIMES/TYPE OF BOOTH REQUESTED

SET-UP BEGINS AT 2:30 p.m. - All supplies need to be delivered to vendor booths by 4:00 p.m. No vehicles allowed to park behind vendor booths on park grounds! **EVENT BEGINS: 5:00 p.m.** **EVENT ENDS: 10:30 p.m.**

SELECTION OF RENTAL SPACE: *****ONLY OUTDOOR BOOTHS ARE AVAILABLE-PARK VENUE*****
Adequate supplies should be maintained by each vendor participating.

CHECK ONE:

- STANDARD 8x8 SPACE-\$200
- STANDARD 8x8 SPACE-\$250 w/electric
- FOOD VENDOR TRUCK-\$200 (**Generator must be provided by vendor.**)
- FOOD VENDOR 8x8 w/electric + a plywood floor-\$300
- Additional Electric Needs \$30/each

*****ALL GENERATORS, TABLES & CHAIRS WILL NEED TO BE PROVIDED BY VENDORS*****

IV. PAYMENT INFORMATION

Make Checks Payable to: CITY OF LEON VALLEY Amt. Enclosed \$ _____ Check# _____ Cash _____

Mail Application and Payment to:

City of Leon Valley, Attn: Special Events Coordinator, 6400 El Verde, Leon Valley, Texas 78238

Release Form

I hereby release the City of Leon Valley from all liability resulting from any and all damages or injuries to any vendor or employees, or for any loss or damage to personal property while participating in Leon Valley 4th of July Festivities and indemnify the City of Leon Valley from any liability resulting from any damages or injury to vendor customers.

Signature _____

Date _____

FOR OFFICE USE ONLY

Date Received:	Category:	Date Approved:
Date Declined:	Amount & Date Paid:	By:

Comments:

COURT CLERKS ONLY
Please deposit into account #:
134.0000



Date: _____

6400 El Verde Road, Leon Valley, TX 78238
 Phone: (210) 684-1391 X 226 Fax: (210) 509-8288

License #: _____

TEMPORARY FOOD ESTABLISHMENT APPLICATION

\$30 per day, per booth

Number of food booths: (Check One) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Other _____ Name of Event and Date: _____	
Business Name: _____ _____ Business Address: _____ <div style="text-align: right; font-size: small;">(Street Address)</div> _____ <div style="display: flex; justify-content: space-between; font-size: x-small;"> (City) (State) (Zip) </div> Phone: () _____ Email: _____	Corporate/ Owner's Name: _____ _____ Corporate/ Owner's Address: _____ <div style="text-align: right; font-size: small;">(Street Address)</div> _____ <div style="display: flex; justify-content: space-between; font-size: x-small;"> (City) (State) (Zip) </div> Phone: () _____ Email: _____
Total Employees, including working owner: _____ Estimated hours of event: _____	
Rules for Temporary Food Booths	

Booth must have floors constructed of either asphalt, wood or concrete, walls must be half walls on front and sides, roofs must be covered, except if selling prepackaged items (canned items, etc.)

Food Protection all food and food products must be stored off ground, must be covered or stored in approved food storage containers such as ice chests or Tupperware type products.

Equipment must be provided to keep food either hot or cold as required. Hot foods must be kept at a minimum temperature of 140 degrees Fahrenheit or higher and foods that must be refrigerated must be kept at a minimum of 45 degrees Fahrenheit or lower.

Handwashing a gravity fed devise for hand washing (igloo type container with spigot) must be kept on site or be readily available for handwashing. Water, soap and hand towels must also be readily available, especially if preparing food in the booth.

Utensil Washing to be performed in a plastic or metal container, lined with a plastic bag.

Clean Clothes and personal hygiene and hair restraints

Approved water Supply must be readily available on site.

Applicant's Signature

Approved by (city official)

Applicant's Printed Name

City Official Printed Name