

Carol of Lights 2018

Presented by Grapevine Parks & Recreation
November 19th, 2018

Food & Artisan Vendor Information & Guidelines

Hello All! Thank you for your interest in being a Food Vendor at this year's Carol of Lights. Below is information and guidelines on what we expect from you as a vendor. Please make sure to read the entire agreement prior to any commitment as policies have changed since 2017. Participating in this event is in high demand and we will be selective/retain the options to approve a limited number of vendors based on space, variety and guest experience. All submissions will be reviewed with these goals in mind.

After you have read through the agreement, please fill out the google form (link at end of guidelines) to be a vendor for this event. You will receive an email granting acceptance from our team by September 10, 2018.

Once you are accepted, you will need to complete forms sent to you, along with the required documents on the google form (if not already submitted) as well as payment.

Thank you so much for your time! We look forward to working with you!

A. General Information

1. **Date & Time:** November 19th, 2018 from 3-8PM
2. **Location:** Main Street Grapevine, TX 76051
3. **Attendance:** 5,000 patrons
4. **Correspondence:** All vendor correspondence will be conducted via email. Please be sure to check your email regularly prior to the event to note any notices or changes in addition to load in schedules. (be sure to check your junk folders)
5. **This is a rain or shine event.**

B. Food Vendor Fee

1. One fee will be for vendors that sell full entrée items, and another will stand for "snack" vendors.
 - a. Entrée Vendors- \$250
 - b. Snack Vendors- \$100

C. Food Vendor Guidelines

1. There will be 7-10 food vendors on site for both days.
2. Booths are laid out on paved terrain.
3. Hours of operation extend beyond dark (3-8PM). Vendors are required and responsible for providing adequate lighting their own booth.

4. Booth sizes can range from 10x10 to 10x30. Please indicate what size space you need on the google form. Once you have decided on the size of your booth you cannot add to your booth size as we are limited on space.
5. **Include a listing of your menu with prices.** Prices must be displayed during festival hours for attendees to view easily.
 - a. A photograph of the concession set-up and detailed description of products/items to be sold is required with the application before the application can be approved.
 - b. Once accepted, food categories may not be changed without prior approval.
 - c. Though we aim to provide a balanced variety of food offerings, exclusivity cannot be guaranteed or provided for any vendor.
 - d. Any product not specified in the application will not be allowed at the event, unless permission is sought and given.
 - e. Items will be removed from the concession stand when asked by Grapevine PARD Staff during the event if they were not approved. Failure to abide may result in not being asked back to the event in future.
6. All non-alcoholic beverages and water may be sold and distributed with prior approval.
 - a. Glass is prohibited at this location, please make necessary changes to drink containers.
7. Each food vendor must provide certificate of \$1,000,000 Liability Insurance Policy. The City of Grapevine Parks & Recreation Dept. must be listed as an additional insured to your policy by November 1, 2018.
8. Vendors are responsible for disposing of their trash at the end of the day. Dumping of grease or other food waste is not allowed and may constitute a \$200 fine.
9. All Food vendors must have a functioning and readily accessible fire extinguisher. Vendors with any type of deep-frying equipment must have a Class K extinguisher. The Fire Marshall will be inspecting all food vendor booths before 3PM on the day of the event. All requirements must be met, if not in compliance, you will not be permitted to operate on the day of the event.
10. Health Permits: (WILL NOT BE NECESSARY UNTIL YOU HAVE BEEN APPROVED)
 - a. A health permit issued by Tarrant County will need to be completed by 12:00 p.m. November 1, 2018.
 - b. Non-profit organizations are exempt from the permit fee, but are still required to have a permit and subject to all other rules/regulations. Organizations must provide a copy of their 501c3 certificate with completed application
11. Health Inspection:
 - a. The City Health Inspector will inspect each booth on day of event.
 - b. Food booths must comply with current guidelines for food handling and have a current Texas Food Handlers Certificate.
12. Vendors may not have any loud music, noise or amplified sound from their space.
13. Vendor's staff shall be clothed and groomed in a clean, neat fashion and shall conduct themselves in an orderly fashion.
14. Grapevine Parks & Recreation is not responsible for any damage to vendor property in any way, including but not limited to damage caused by inclement weather.

D. Load In & Load Out

1. Load in for food vendors will start on Monday November 19, 2018. A PARD staff member will meet you at the event entrance to help you locate your assigned space.
2. Vendors who do not arrive at scheduled time will be placed on stand-by, or will have to dolly supplies in to their spot depending on arrival time.
3. Load in time & instructions will be sent to you via email on November 7, 2018.
4. Vendors must supply and appropriately secure tents to ground with either stakes, sand bags or water barrels. This event site is extremely windy and could become a safety hazard if not weighted appropriately. If you choose not to weigh your tent down, you will be asked to take it down.
5. **ALL VEHICLES MUST BE OUT OF THE BARRICADED EVENT AREA BY 2PM ON MONDAY NOVEMBER 19, 2018.**
6. Vehicles will not be allowed back on event grounds until the event is cleared for breakdown.

E. Electricity & Water

1. Please be very clear and accurate with your electricity needs and if you plan to bring a generator for the event. We can provide electricity but need to have an accurate assessment of electrical load and circuit type.
2. Electricity will not run over night between event days.
3. There is no water source on site. Please make plans to provide your own water.

F. FAQ & Vendor Timeline

1. Trash is the vendor's responsibility. City of Grapevine Staff will also place additional trash barrels and recycling rings all around event grounds to ensure we keep Main Street as clean as possible.
2. Ice will not be sold on site.
3. Please make sure to follow the timeline for application listed below.

Food Vendor Timeline

- September 10, 2018- Vendor Application Closed & Vendor Invitations Sent
- November 1, 2018- Deadline for vendor payments & certificates of insurance due
- Week of November 7th- Vendor information & load in schedule sent out
- Monday November 19th- 12pm LOAD IN (event starts at 3PM)
- Monday November 19th- Strike starts at 8PM- no cars on the street until cleared

G. Contact Information

1. Please email mshirley@grapevinetexas.gov your vendor photos.
2. If you agree to these terms, please follow this link to the vendor form on our website. You do NOT need to send this information packet in.
<https://goo.gl/forms/C1LmddUxYjgDDf033>
3. Checks can be made out of Grapevine Parks & Recreation, or you may call Meredith to make a payment via credit card at 817-410-3398, M-F between 8-3PM.
4. All checks & insurance information may be mailed to the following address:
Attn: Meredith Shirley
501 Shady Brook Dr
Grapevine TX 76051

For any questions or concerns feel free to contact our team:

Meredith Shirley
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mshirley@grapevinetexas.gov

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