



Halloween Bash at the Boo-tanical Gardens

Presented by Grapevine Parks & Recreation
October 26, 2019

Vendor Information & Guidelines

Thank you for your interest in being a Food Vendor at the newly revamped **Halloween Bash at the Boo-tanical Gardens**, a community-oriented Halloween party for families. Below is information and guidelines on what we expect from you as a vendor. Please make sure to read the entire packet prior to any commitment as some policies have changed. Participating in this event is in high demand and we will be selective/retain the right 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, you will need to complete forms sent to you, along with the required documents including health permit and certificate of insurance.

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

A. General Information

1. **Date:** Saturday, October 26, 2019
2. **Time:** 6:00pm-10:00pm
3. **Location and Address:** Heritage Park Botanical Gardens - 411 Ball Street, Grapevine, TX 76051
4. **Expected Attendance:** 3000
5. **Correspondence:** All vendor correspondence will be conducted via email. Please be sure to check your inbox and spam/junk folder regularly prior to the event to note any changes in addition to load in schedules. Text may also be utilized, so please ensure that we have your mobile phone number on file.
6. **This is a rain or shine event to the extent that can maintain the safety of the attending public and staff.** A weather contingency plan will be communicated to all vendors prior to the event to ensure the safety of all staff, vendors, and patrons.

B. Food Vendor Fees

1. Entrée Vendors: \$125 + 10% of sales
2. Snack/Dessert Vendors: \$75 + 10% of sales

C. Food Artisan Vendor Guidelines

1. There may be up to eight (8) mobile food vendors on site for the event.
2. Vendors may be set up in a service driveway, street-side, on the grass in a tent or in a parking lot.
3. Hours of operation are 6:00PM to 10:00PM.
4. Booth sizes can range from 10'x10', 10'x20' or 10'x30'. **VENDOR BOOTHS MAY NOT BE ANY LARGER. Please indicate in your email what size space you need.** Once you have decided on the size of your booth, you may not add to your booth size as we are extremely limited on space.
5. **FOOD VENDORS must include a listing of your menu with prices.** Prices must be displayed during event operation 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 prior to the date of the event.
 - e. Items will be removed from the concession stand when asked by Grapevine Parks & Recreation 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 a 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 September 13, 2019.
8. Vendors are responsible for disposing of their trash at the end of the day. Dumping of grease or other food waste is not permitted 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 5:00PM on the day of the event. All requirements must be met. Failure to comply will result in a permit not being issued and 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 application for Tarrant County will need to be completed by 5:00PM September 13, 2019.
 - 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. Due to limitations on space, vendors will not be permitted to add additional setup or equipment outside of their food truck.
14. All vendor staff shall be clothed and groomed in a clean, neat fashion and shall conduct themselves in an orderly fashion.
15. 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 begin at 3:00PM each day of the event, but each vendor will be responsible for completing setup and being prepared to service patrons by 5:30pm. 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 emailed to all confirmed vendors by 5:00PM on Tuesday, October 22, 2019.
4. Vendors must supply and appropriately secure tents to ground with either stakes, sandbags or water barrels. This event site may be extremely windy and unsecured tents/materials 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 prior to the start of the event.
5. **ALL NON-FOOD TRUCK VEHICLES MUST BE REMOVED FROM THE DESIGNATED EVENT AREA BY 5:00PM EACH EVENT DAY.**
6. Vehicles will not be permitted to re-enter event grounds until patrons have vacated the grounds.

E. Electricity & Water

1. Electricity will not be available at this event. Please plan accordingly to run off of your truck's power or bring a low-noise yielding generator.
2. Electricity will not run over night.
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.

Vendor Timeline (if selected)

Submit the following documents by the designated due date(s):

- August 9, 2019:
 - ☐ Photos of event booth/trailer/truck
 - ☐ Menu that you intend to serve at the event
 - ☐ Space needed
 - ☐ Electricity needs
- **No later than September 13, 2019:**
 - ☐ Food vendor agreement + Hold Harmless form signed
 - ☐ Copy of current Tarrant County health permit (or proof of application)
 - ☐ Proof of insurance
- October 22, 2019 - Vendor information & load in schedule sent out by Community Events Coordinator.



G. Contact Information

1. Please email kmorgan@grapevinetexas.gov your vendor photos, certificates of insurance, permit documents, electricity and space needs, etc.
2. Checks must be written out to **CITY OF GRAPEVINE** and mailed to the following address:
Grapevine Parks & Recreation
Attn: Kevin Morgan
501 Shady Brook Dr
Grapevine, TX 76051

For any questions or concerns, please contact us:

Kevin Morgan
(817) 410-3398
kmorgan@grapevinetexas.gov