



City of Harker Heights  
 Special Event Application 2018-2019

**Return completed application 10 business days before date of event to:**

Nichole Broemer, Activities Center & Events Manager  
 Activities Center  
 400 Indian Trail  
 Harker Heights, TX 76548

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*A completed application and appropriate licenses must be submitted and approved by staff before applicant is eligible to participate and/or sell at any event. Applications can take up to 5 business days to be approved. An approval e-mail will be sent upon acceptance.*

**Vendor Fee: FREE**

**Required Documentation** *(Incomplete applications will not be considered)*

<p><b>VALUE ADDED VENDORS</b>  <i>Business or non-profit that cannot sell items but offers a value added component to the event. I.e. games, handing out candy or freebies.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application</li> </ul>	<p><b>VENDORS SELLING PRODUCTS/SERVICES SPECIFIC TO EVENT</b>  <i>A business or non-profit selling products and/or services specific to event (<b>Paws in the Park</b>).</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application</li> <li><input type="checkbox"/> Photos of items combined on 1-2 pages</li> </ul>	<p><b>FOOD VENDORS</b>  <i>Business or non-profit that sells food items. <b>*(copies of food handler's permit required for all staff handling food)</b></i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application</li> <li><input type="checkbox"/> Photo of vendor setup</li> <li><input type="checkbox"/> Owner/ Manager – Food Manager's Certification</li> <li><input type="checkbox"/> *Staff Food Handler's Permit</li> </ul> <p>Food Trucks</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Harker Heights Mobile Food Vendor Permit</li> </ul> <p>Hot &amp; Ready to serve Food Booths</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Harker Heights Food Booth Permit</li> </ul>
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# City of Harker Heights Special Event Application 2018-2019

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## A. Business / Organization Information

Name of Applicant: \_\_\_\_\_

Business / Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

E-mail: \_\_\_\_\_

## B. Vending Information

Value Added     Vendor Selling Specific to Event     Food Vendor     Food Truck     Food Booth

Other: \_\_\_\_\_

Does your set up use a propane grill, charcoal grill or gas/battery generator? Yes \_\_\_ No \_\_\_

Utilities needed? None \_\_\_ Electric \_\_\_ Water \_\_\_ (Please note electricity and water supply is limited and may not be granted)

## C. List of products/services: Describe services or products you will be offering and/or what value you will add to the event. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## D. Events (Please check which events you wish to participate in.)

Gardener's Education Series Spring Fling/  
Seed and Plant Swap (Jan. 12, 2019)

Film & Food Fridays (**food vendors only**)

June 21, 2019

August 16, 2019

September 20, 2019

Paws in the Park (March 2, 2019)

Fun Day in the Park (July 11, 2019)

Community Easter Egg Hunt (April 2019)

## E. Release of Liability/Hold Harmless:

Vendor and agents releases sponsor(s) from any and all injury, liability, loss or damages that may occur to property or self, while on the premises. Vendor and agents hereby agrees to indemnify and hold harmless the City of Harker Heights, sponsors and partners for any action or liability which may arise from this event.

**Vendor has read and agrees to the Rules & Regulations created and enforced by the City of Harker Heights. Vendor agrees to share the Rules & Regulations with everyone involved at their booth.**

Authorized by (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by (Signature): \_\_\_\_\_

Confirmed By: \_\_\_\_\_ Date: \_\_\_\_\_

Photos Rec'd: \_\_\_\_\_ Food Handler's Permit Exp: \_\_\_\_\_

Food Manager's Certificate Exp: \_\_\_\_\_ HH Food Booth/Mobile Food Permit Exp: \_\_\_\_\_

# City of Harker Heights Special Event Rules & Regulations 2018-2019

## GUIDELINES

1. There is no fee to be a vendor.
2. Vendor may only hand out information in regards to their business and provide an added value to the event. For instance, handing out candy or setting up a game.
3. Food vendors, non-profits and businesses may sell products that are related to the theme of the event. Vendors must have business name, product and price visible to the consumer.
4. It is understood that the vendor will comply with all applicable local, state and federal laws and failure to do so may result in immediate forfeiture of vendor status.
5. Upon approval, vendor acknowledges that they will be present for all events for which they have signed up. Should vendor have to be absent from an event, they must notify Activities Center staff via phone or e-mail four business days before the event.

## LOCATION

1. Set up maps will be e-mailed 2 business days before the event. Map will verify location of event, set up time, tear down time, and parking.
2. Public restrooms and trash receptacles will be provided and maintained by the City of Harker Heights.
3. Waste disposal for items such as oil and grease will be the responsibility of the food establishment and will not be disposed of on City property.
4. Vendor must ensure that no trash or any other items be left behind and space should be returned in the condition in which the space was found.
5. Booth request will be considered on a first come first serve basis.

## SET UP LOGISTICS

1. Vendor is responsible for any and all set up needs: tables, chairs, shade devices, set up, tear down, staffing, materials, lighting if needed, keeping area clean, disposing of trash, etc.
2. Average booth space is 10 ft. x 10 ft.
3. No vehicles are **permitted** in the event area 30 minutes prior to event start, unless you are a food truck or it is part of the vendor booth. Vendors must **IMMEDIATELY** unload and then move vehicle to a parking spot outside the event area.
4. Vendor tear down begins shortly after the event ends. Vendors must stay during the duration of the event and are asked to not leave early. Vehicles will be allowed in event area shortly after the event ends and once the crowd has cleared.
5. If vendor chooses to use a tent it must be clean and well working. We prefer vendors to have a 10 ft. x 10 ft. EzupTent or Zshade Tent. Most accidents at events involve pop up tents. It is your job to minimize the risk. Tent must be staked and weighted down. **NO EXCEPTIONS. Stakes cannot exceed a length of 12 inches.** Tents must be **weighted down with at least 25 lbs of weight per leg.** If you show up and do not have weights and stakes, you may not use a tent and will be asked to take it down. Gallon water jugs and single bricks are not safe. Professional grade tent weights including PVC pipe filled with concrete or tent weight sandbags are safe ways to weigh down tents. Strong gusts come up without warning at any time before, during or after the event. Tying tents to tables, coolers, or any other object that is not a weight provides tripping hazards and frequently does not provide adequate weight. Vendor safety is just as important as event goer safety.

### NOT ACCEPTABLE WEIGHTS



6. **Use of a generator:** (food and non-food vendors): generator need to be placed on concrete or on a 4 x 4 plywood. Fuel tanks shall be of adequate capacity to permit uninterrupted operation during event time. Generators shall be isolated from contact with the public. Storage of gasoline is not allowed in or near generators or food booths.

### **PROFESSIONAL CODE OF CONDUCT**

In the spirit of professionalism, participants shall: Conduct themselves in a manner that represents the City of Harker Heights with honor, dignity and respect. Demonstrate the qualities of civility and professionalism at all times. Not use vulgar, abusive, racist, sexist, demeaning or intimidating language at any time. Support fellow vendors and staff in a positive manner. Treat other vendors, staff and park customers with courtesy and respect at all times.

### **RESTRICTIONS**

No vendor permitted under this section will be allowed to do the following. Failure to comply will result in immediate forfeiture of permit(s):

1. Sell or distribute alcohol.
2. Operate any type of amplified speaker system must reference Chapter 95: Noise regulations.
3. Leave a vehicle or cart unattended.
4. Park at a designated spot overnight.
5. There is **NO DRIVING ON PARK GROUNDS** permitted during event time.
6. NO smoking, vaping, chewing, or any tobacco products of any kind is permitted by vendors and/ or their staff.
7. Have pets/live animals for sale or accompanied by vendors (except for Paws in the Park).
8. Sell or distributed items in glass containers.
9. Have fires except in barbecue grills and/or kettles.

### **VIOLATIONS**

1. Failure to provide proper notice of cancelation for event will result in skipping of next signed up event.
2. Leaving event early will result in skipping of next signed up event.
3. Failure to follow the rules & regulations stated or required for permits may result in consequences or dismissal.