



## 2015 CHRISTMAS PARADE VENDOR INFORMATION PACKET

Celebrate the season with the City of Leander! The annual Leander Christmas Parade and Tree Lighting is on December 5th, 2015 in Old Town Leander. The Christmas Parade will begin at 5pm with the Tree Lighting to follow. We will have Pictures with Santa, Holiday Hayrides, Yule Fire, Choral Performances, and a variety of vendors.

Vendor Applications are accepted on a first come first serve basis. Questions regarding acceptable items/activities can be sent to Megan Pumphrey at [mpumphrey@leandertx.gov](mailto:mpumphrey@leandertx.gov) or call 512-528-2994.

Vendor Registration Methods		
<b>By Mail:</b> Leander Parks and Recreation ATTN: Tree Lighting Vendor App PO Box 319 Leander, TX 78646	<b>In Person:</b> Monday - Friday 8am-Noon & 1pm-5pm Leander Parks and Recreation Office 406 Municipal Dr., Leander, TX 78641	<b>By Email:</b> <a href="mailto:mpumphrey@leandertx.gov">mpumphrey@leandertx.gov</a> (Emailed applications, if approved, will be contacted to make payment over the phone.)

- We accept Cash, Check (made out to "City of Leander"), and Credit Card (Visa, MasterCard, Discover).
- Vendor Applications must be received by 5pm on December 1st, 2015. No applications will be accepted after this date. Cancellations must be made before NOON on December 1st. "No-show" vendors will not be refunded.
- All vendors must make application, pay applicable fees and gain approval prior to 5pm on December 1st, 2015 at 5pm.

### VENDOR FEES

**Not-for Profit Groups - \$25**

**Private Businesses/Individuals - \$50**

The City agrees to provide a space of 15ft X 15ft for approved vendors. Vendors must provide all necessary supplies and materials for their space, including tents, tables, lights, and chairs as desired.

### GENERAL INFORMATION

- All approved vendors that have completed the registration process will receive an email the week of the event outlining pertinent details.
- Vendor locations and space numbers will not be released until the day of the event due to possible layout changes.
- The City reserves the right to accept or reject any applicant. City *Park Rules & Regulations* will be enforced and vendor approval will be considered a permitted activity.
- Glass containers are **prohibited**.
- Vendors must identify specific items and products to be sold. Once the vendor's application is approved the vendor must agree to limit sales only to approved items.
- Vendors are required to stay for the duration of the event and are only able to begin tear down once given permission from a Parks and Recreation staff member.
- Vendor set-up will take place between 2:30pm and 4:45pm. All vehicles must be moved out of the event area by 4:45pm.

### POWER AND ON-SITE COOKING

Vendors requiring electricity need to furnish their own generators. This event takes place at sunset and continues into the night. The City does not provide lighting for vendors. Please take this into consideration when planning your vendor space. **\*\*All groups using a generator and/or cooking on-site must have a new or inspected 5lb dry chemical fire extinguisher. Your booth will be inspected by the Fire Marshal before the event. If you fail inspection you will not be able to operate until your booth is in compliance.**

**FOOD VENDORS**

**Temporary Food Establishment Permit**

- All food vendors must complete the Temporary Food Establishment Application with the Williamson County and Cities Health Department and pay the \$35 fee associated with the permit. It is the responsibility of the vendor to contact the Health Department separate from the City of Leander. The City of Leander has no involvement with this permit being issued.
- The Temporary Food Establishment Permit is needed for any group that is serving and/or providing samples of foods. If you have an Annual Mobile Food Establishment Permit with Williamson County this can replace the Temporary Food Establishment Permit Requirement.
- Permit Applications must be submitted to the Williamson County Health District at least two weeks before the event (November 23rd, 2015). Permit Applications can be submitted by mail, fax, or email. For more information please visit [http://www.wcchd.org/services/food\\_and\\_restaurant](http://www.wcchd.org/services/food_and_restaurant).

<b>Mail:</b> 303 Main Street, Georgetown, TX 78626 211 Commerce Blvd., Ste. 111, Round Rock, TX 78664	<b>OR:</b>	<b>Fax:</b> 512-930-3110	<b>Email</b> Jstraling@wcchd.org
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- Food vendors that have not obtained their permit prior to the event will not be allowed to sell food at the event and no refund will be made.
- For questions regarding the Temporary Food Establishment Application please contact Jennifer Straling via email at [Jstraling@wcchd.org](mailto:Jstraling@wcchd.org) or by phone at 512-943-3621.

**CRAFT OR GOODS AND INFORMATION/PROMOTIONAL BOOTHS**

Vendors may not give away and food or drink items at their booth. The Parks and Recreation Department reserves the right to deny vendor application items to be sold or distributed if they are deemed unsafe or in poor taste. Vendors may not project sound or music that interferes with the event. Vendors are prohibited from selling items such as sparklers, firecrackers, stink bombs, silly string, ect.

**GAME/CHILDREN’S ACTIVITY**

If you have a game or activity that requires a larger space than 15’x15’ please contact Megan Pumphrey at [mpumphrey@leandertx.gov](mailto:mpumphrey@leandertx.gov) or 512-528-2994. We ask that vendors list the activity, ride, game, or attraction on their vendor form and provide a picture if possible. Specialty rides and attractions may require proof of inspection and/or insurance.

**CANCELLATION AND REFUND POLICY**

Cancellations made in writing to the Parks and Recreation Department before NOON on December 1st may be eligible for a full refund. All refunds are at the sole discretion of the Leander Parks and Recreation personnel. Vendor fee refunds after December 1st will be issued only if it is necessary to cancel the event and is done so by the City of Leander. “No Show” Vendors will not be refunded.



# 2015 Christmas Parade And Tree Lighting VENDOR APPLICATION

December 5<sup>th</sup>, 2015

Call the Leander Parks and Recreation Department at 512-528-9909 with questions.

Vendor Registration		
<b>By Mail:</b> Leander Parks and Recreation ATTN: Tree Lighting Vendor App PO Box 319 Leander, TX 78646	<b>In Person:</b> Monday - Friday 8am-Noon & 1pm-5pm Leander Parks and Recreation Office 406 Municipal Dr., Leander, TX 78641	<b>By Email:</b> <a href="mailto:mpumphrey@leandertx.gov">mpumphrey@leandertx.gov</a> (Emailed applications, if approved, will be processed and you will receive a link to complete payment online.)

We accept Cash, Check (made out to "City of Leander"), and Credit Card (Visa, MasterCard, Discover).  
Vendor Applications must be received by December 1<sup>st</sup>, 2015)

Please type or print legibly.

<b>Contact Person:</b>
<b>Cell Phone:</b>
<b>Email Address:</b>
<b>Address:</b>
<b>City/State/Zip:</b>
<b>Organization/Group Name:</b>

**Organization Type:**  Not-for Profit Service Organization\* (\$25)  Private Business (\$50)

\* If you are a Not-for-Profit group, identify who receives your proceeds? \_\_\_\_\_

**Type of booth requesting:**  Food  Craft  Informational  Game/Children's Activity

**Please describe the items to be sold and/or activity to be held and the prices associated with each:**


**Will you be using a trailer?**  Yes  No *(All trailers must purchase 2 booth spaces)*

**Will you be using a generator?**  Yes\*\*  No (Note: Generators are NOT provided for Vendors!)

**Will you be using a grill or stove?**  Yes\*\*  No

**\*\*All groups using a generator and/or cooking on-site must have a new or inspected 5lb dry chemical fire extinguisher. Your booth will be inspected by the Fire Marshal before the event.**

**Do you have a Temporary Food Establishment Permit?**  No  Yes **Permit #** \_\_\_\_\_

If you do not currently have a Temporary Food Establishment Permit you will have until November 23rd to obtain one from the Williamson County Health District and provide the Permit number to the Leander Parks and Recreation Department. (Please see the Vendor Information Packet for more information on this.)

**Please Note:** Vendor Applications are accepted on a first come, first serve basis. Incomplete applications and/or failure to pay required fees in a timely manner will not be considered.

The undersigned hereby understands and agrees to provide vending services as stated in this application and in accordance with the rules stated in the Vendor Information Packet. Failure to comply will result in removal and disqualification for future vending opportunities.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_