



## 2016 VENDOR INFORMATION PACKET

**The 11<sup>th</sup> Annual Leander Bluegrass Festival will take place on September 23<sup>rd</sup> and 24<sup>th</sup>, 2016. This 2 evening event is located at Robin Bledsoe Park (601 S. Bagdad, Leander, TX, 78641). The event times are as follows: Friday 7pm-10:30pm and Saturday 6pm-10:30pm.**

### REGISTRATION

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: Liberty Fest 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>

- We accept Cash, Check (made out to "City of Leander"), and Credit Card (Visa, MasterCard, Discover).
- **Vendor Applications must be received by 5pm on September 16th, 2016.** No applications will be accepted after this date. Cancellations must be made before NOON on September 16<sup>th</sup>. "No-show" vendors will not be refunded.
- All vendors must make application, pay applicable fees and gain approval prior to 5pm on September 16<sup>th</sup>, 2016 at 5pm.

### VENDOR FEES

Food Vendors

Booth Type	Fees by Organization Type	
Food Booth (Booth Space: 20 ft wide x 10ft deep)	Non Profit \$70	Private Business \$100
Non-Food Booth (Booth Space: 10ft wide x 10ft deep)	Non Profit \$50	Private Business \$75
Overnight Security Add-on Fee	\$30 for both organization types	

All vendors must provide all necessary supplies and materials for their space, including tents, tables, lights, and chairs as desired. Booth types for non- food vendors may include craft booths, informational booths, promotional booths, and childrens games/activity booths. Promotional booths available for businesses are limited and are assessed on a first come first serve basis.

Vendors choosing the Overnight Security Add-on will be allowed to leave their booths set-up overnight. The City requires that tents be lowered and covered on all sides to contain your items.

### GENERAL INFORMATION

- All approved vendors that have completed the registration process will receive an email the week before 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. Vehicles must stay in the parking area until the event area has been cleared and deemed safe for vehicle traffic.

**LIGHTING, POWER, AND ON-SITE COOKING**

**Each Vendor is responsible for providing their own lighting and electricity needed for their booth space.** Please remember that this event will mainly take place after sunset. Many groups bring lanterns or battery powered lights to light their area. Vendors requiring electricity will be required to furnish their own generators.

**\*\*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 \$50 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, Requirements, and checklists for the Temporary Food Establishment permit can be found in the "TFE Packet" on the event website. Permit Applications must be submitted to the Williamson County Health District at least two weeks before the event (by September 12<sup>th</sup>, 2016). 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).

<p><b>Mail:</b> 303 Main Street, Georgetown, TX 78626  <b>OR:</b> 211 Commerce Blvd., Ste. 111, Round Rock, TX 78664</p>	<p><b>Fax:</b>512-930-3110</p>	<p><b>Email:</b> <a href="mailto:rpetro@wcchd.org">rpetro@wcchd.org</a></p>
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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 Bex Petro via email at [rpetro@wcchd.org](mailto:rpetro@wcchd.org) or by phone at 512-943-3620

**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. We will allow multiple vending booths to sell light up toys and glow items. This is NOT an exclusive sale item!

**GAME/CHILDREN’S ACTIVITY**

If you have a game or activity that requires a space larger than 10ft x 10ft 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 September 21st 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 September 16<sup>th</sup> 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.