



VENDOR GUIDELINES

FESTIVAL DATE AND HOURS OF OPERATION:

The Independence Day Fireworks Extravaganza will be held **July 3rd, 2018** at the Lockhart City Park.

Festival Hours: Tuesday July 3rd 5:00 pm to 10:00 pm

** Vendors MUST be in operation during Festival Hours, except at the discretion of the Lockhart Chamber of Commerce.*

Vendors may begin to set up Tuesday, July 3rd at 2:00 pm. Vendors will NOT be allowed to set up prior to this date and/or time.

Vendors must conclude set up no later than 15 minutes prior to the festival hours. Should you be delayed setting up, you MUST notify the Lockhart Chamber of Commerce by phone as soon as possible.

** Failure to notify the Lockhart Chamber of Commerce will result in your vendor space being sold to the next vendor on the waiting list.*

Vehicles will be permitted in the vendor area for unloading, but must be removed immediately after the task is completed. You must not impede others from setting up. No vehicles will be allowed into the vendor area during festival hours.

BOOTH / TRAILER COST:

Booth: 10' x 10' framed booth provided

Trailer: 10' x 30' space is available

A 10' x 10' booth space will be **\$75.00** and trailers will be **\$100.00** payable in advance (NO REFUNDS).

Full payment is required to secure a booth or trailer space at the above rental fee on or before June 25th.

After June 25th, a 10' x 10' booth space will be **\$100.00** and trailers will be **\$125.00** payable in advance (NO REFUNDS).

NO electrical outlets and/or electricity will be included in the booth/trailer space rental fee.

APPLICATION DEADLINE:

We urge you to submit your application and fee promptly to ensure your participation and avoid the late registration fee. Booth and trailer spaces will be filled on a first-paid/first-reserved basis. We have limited space this year. All interested parties are invited and encouraged to apply. The Lockhart Chamber of Commerce reserves the right to decline an application per our discretion.

** Lockhart Chamber of Commerce members and local, non-profit organizations will be given priority.*

RESTRICTIONS:

No items will be allowed that are in competition with Lockhart Chamber of Commerce concessionaires.

CTR HAS EXCLUSIVE RIGHTS TO ALL BEVERAGE CONCESSIONS.

NO weapons, guns, knives, bubble products (i.e. bubble guns), fireworks, pornographic material, drug-related paraphernalia or related graphic tees, live animals, or games of chance (including Bingo) will be allowed. Violators will be subject to immediate expulsion from the event and all future events without refund of fees.

The Lockhart Chamber of Commerce reserves the right to remove vendors which for any reason are deemed objectionable and also to prohibit any vendor, which in their judgment, may detract from the general character of the ongoing event. This reservation includes persons, things, conduct, printed matter, or anything that in the opinion of the Lockhart Chamber of Commerce is objectionable.

There are no exclusives at this festival. We will attempt to limit duplications as much as possible, but there is no guarantee that there will not be more than one vendor with the same item(s). The Lockhart Chamber of Commerce does not attempt to regulate the price of goods sold. Each vendor will determine the price of his or her own goods.

RAIN POLICY:

In the event of a rain out, the Independence Day Fireworks Extravaganza will be rescheduled for Monday, September 3rd, 2018. There are **NO** provisions for water or drainage and the electricity may need to be turned off in the vendor area if rain plays a major role in this year's festivities. Vendors will be allowed to leave; however, vehicles will only be allowed in the vendor area if deemed safe by the Lockhart Chamber of Commerce.

SALES AND USE TAX ID:

All vendors are responsible for collecting and reporting sales tax where applicable. Along with the application, you must submit a copy of your sales and use tax permit. Your permit must be visibly displayed in your booth or trailer during festival hours.

Please keep a copy of this page for your records.



CRAFT VENDOR APPLICATION

<u>FOR OFFICE USE ONLY</u>
DATE REC'D: _____
BOOTH #: _____

_____ Name	_____ Phone	
_____ Address	_____ Apt # / Ste #	
_____ City	_____ State	_____ Zip Code
_____ Email		

The Lockhart Chamber of Commerce will assign booth/trailer space(s) to each approved craft vendor upon arrival. Please provide a brief description of the item(s) you will be selling during the festival. List three options, as the Lockhart Chamber of Commerce may not approve your first or second option. If approval is given, the Lockhart Chamber of Commerce will notify you within seven business days from receipt of your application. Once your application has been approved, you may not sell any additional item(s) without the approval of the Lockhart Chamber of Commerce.

CHOICE A	CHOICE B	CHOICE C
1.	1.	1.
2.	2.	2.

You must return a completed application along with your payment and a copy of your Sales and Use Tax Permit in order to have your application considered by the Lockhart Chamber of Commerce. Payments should be made payable to:

Lockhart Chamber of Commerce
PO Box 840
Lockhart, TX 78644
(512) 398-2818

The Lockhart Chamber of Commerce and the City of Lockhart, its officers, agents, employees and other representatives shall not be held liable, and they are hereby released from liability for an damage, loss, harm or injury to the person or property of the Vendor or any of its officers, agents, employees, and other representatives resulting from theft, fire, water, weather, accident or any other cause. The Vendor shall indemnify and hold harmless the Lockhart Chamber of Commerce and the City of Lockhart from any all claims, demands, suits, liability, damages, loss, costs, attorney fees, and expenses of any kind in nature which might result from or arise out of any action or failure to act on the part of the Vendor or any of its officers, agents, employees, and other representatives.

_____ Vendor Signature	_____ Date
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LOCKHART FIRE DEPARTMENT

201 W Market Street
Lockhart, Texas 78644
(512) 398-2321

TO: ALL CONCESSIONAIRES
FROM: FIRE MARSHAL'S OFFICE
RE: FIRE/LIFE SAFETY CODE REQUIREMENTS

With respect to Fire/Life Safety Code Compliance, the following are **MINIMUM REQUIREMENTS** that must be met to assure the safety for **ALL** persons attending this event.

1. **Booths/trailers must be constructed of non-combustible/non-flammable coverings and/or decorative materials (NO EXCEPTIONS).** Canvas tops must be fire retardant, and a copy of certificate indicating fire retardant treatment within last three (3) years provided during inspection. **Plastic coverings** used for weather protection and/or required by the Health Inspector shall meet the same requirements as canvas tops.
2. **Portable and/or fixed wiring lighting devices** must be a safe distance from any booth/trailer decorations. Non-combustible materials are to be used for decorations. Flame retardant treated materials are preferred. Items such as **hay or straw are strictly prohibited.**
3. An **approved Portable Fire Extinguisher** with a minimum classification rating of **3A:40BC (5 lb.)** must be provided for each food booth/trailer that serves food prepared in appliances used primarily for warming. Booths/trailers that prepare food on any open-flame appliances must have at least **one portable fire extinguisher** with a minimum classification rating of **4A:80BC (10 lb.)**. **All booths must have a fire extinguisher.** Each portable fire extinguisher shall have an inspection tag attached, showing the previous inspection conducted by a licensed company **within the past 12 months.**
4. **Non open-flame cooking devices** (roasters, warmers, etc.) must have full size non-combustible metal lids with handles that completely cover the appliance. Any solid-fuel burning device shall also have a lid that completely covers the entire cooking surface.
5. **UL approved flexible extension cords not exceeding ten (10) feet in length** must be in a safe condition (not frayed or spliced). Multi-strip adapters equipped with circuit overload protection must be used to supply power to more than one appliance. Frayed or worn cords are to be repaired or replaced. The Fire Inspector(s) may at their discretion order the cord replaced.
6. **Open-flamed cooking appliances** using **LP gas** must be in good working order. Pressure Regulators must be securely connected directly to cylinder valves. **Only approved LP gas hose of 125 psi** or greater is allowed (no flexible or natural gas piping will be allowed). Container may not exceed **100-lb./25 gallon water capacity.** Cylinders must be secured in place with rope, chain, or metal straps. Cylinders or containers may not be located closer than **10 feet** from any permanent building.
7. **Flammable liquids** (Coleman stove fuel, charcoal starter fluid, Kerosene fuel, etc.) **must be store in approved safety cans (NO EXCEPTIONS)** in a safe location approved by the Fire Marshal.
8. **Canvas tarps and/or polyethylene plastic coverings** for booths may not be secured with nails or staples over exposed electrical wiring.
9. **Tents in excess of 120 square feet,** shall be made of flame retardant materials, and shall be affixed with a label identifying as such, or a certificate furnished in writing of flame retardant treatment within last three years.

Any questions concerning the above listed fire safety regulations should be directed to the Fire Marshal's Office.
(512) 398-2739

VIOLATION OF HEALTH OR FIRE DEPARTMENT REGULATIONS IS CAUSE FOR IMMEDIATE EXPLUSION.

I have read, understand, and agree to comply with the above requirements.

Vendor Signature

Date

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