



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.



FOOD 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 food vendor upon arrival. The Lockhart Chamber of Commerce will limit the number of food booths/trailers selling the same food item(s). Vendors will be allowed to sell only two types of food per booth purchased. The Lockhart Chamber of Commerce must approve all food items to be sold. Any amendment to this rule will have prior approval by the Lockhart Chamber of Commerce.

Please provide a brief description of the food 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 food 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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FOOD SERVICE AT SPECIAL EVENTS
HEALTH DEPARTMENT
CITY OF LOCKHART

FOOD BOOTH

This Guideline for Food Service at Special Events is compiled to give patrons of those events assurance of a Vendor's Commitment to Food Safety.

1. All food must be covered and/or all sides of the vendor booth/trailer must be screened at the Vendor's expense.
2. The booth/trailer must have a top to repel water in the event of rain during the festival.
3. The booth shall have a floor that can be cleaned.
4. All food prepared, stored, or displayed must be in the booth/trailer. **All food must be prepared on site.**
5. Hand washing facility shall have adequate amounts of water, soap dispenser, and towels (disposable). If cooking utensils are used, the booth/trailer must have two washbasins large enough to wash the utensils. One washbasin for detergent and one washbasin for a Clorox and water solution (one tbsp. Clorox per gallon of water). **These washbasins are not to be used for hand washing.** Vendor must have a container to hold all wastewater and dispose of it in a proper manner (not on the ground).
6. All eating utensils shall be disposable (cups, knives, forks, spoons, plates, etc.).
7. Food preparation is to be done on a nonporous surface (cutting boards of hard plastic).
8. Vendor must have a food thermometer in the food booth/trailer.
9. Cold food(s) must be kept at 41 degrees F or below (potentially hazardous food [food that will spoil]). Vendor must supply refrigeration large enough to hold cold food(s) on site day and night.
10. Hot food item(s) must be kept at 165 degrees F or over (potentially hazardous food [food that will spoil]).
11. Condiments shall be in pumps, squeeze containers, self-closing lids, and/or individual wrapped packages.
12. Ice used for refrigeration cannot be used for consumption.
13. If cooking with grease, all grease must be recovered and disposed of in a proper manner (not on the ground).
14. All items must be stored at least six (6) inches off the ground.
15. All garbage must be placed in a plastic lined container with a lid.

FOOD HANDLER REGULATIONS

1. You must wear clean outer garments/aprons.
2. You will restrain hair (hats, scarves, or hairnets).
3. Do not work if ill.
4. Wash hands each time you enter food area from eating, smoking, restroom, etc.
5. If you are handling food, you must use a disposable, chemically treated towelette.
6. Persons using tongs or individual tissue need not use gloves.
7. No smoking or eating in the booth.
8. No visitors, children, and/or pets are allowed in the booth/trailer.
9. No sleeveless tops to be worn by food vendors.

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

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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