



VENDOR GUIDELINES

FESTIVAL DATES AND HOURS OF OPERATION:

The 48th Annual Chisholm Trail Roundup Rodeo & Music Festival will be held **June 11th – June 13th, 2020** at the Lockhart City Park.

Festival Hours:	Thursday	June 11 th	5:00 pm to midnight
	Friday	June 12 th	5:00 pm to midnight
	Saturday	June 13 th	5:00 pm to midnight

** Vendors MUST be in operation during Festival Hours, except at the discretion of the CTR committee.*

Vendors may begin to set up Thursday, June 11th at 11:00 am. Vendors will **NOT** be allowed to set up prior to this date and/or time.

Vendors must conclude set up no later than 45 minutes prior to the festival hours. Should you be delayed setting up, you **MUST** notify the CTR Committee by phone as soon as possible.

** Failure to notify the CTR Committee 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.

All authorized booths and trailers must remain in operation until the end of the festival.

BOOTH / TRAILER COST:

- Booth: 10' x 10' space
- Trailer: 10' x 30' space

A 10' x 10' booth space will be **\$275.00** and trailers will be **\$375.00** payable in advance (NO REFUNDS).

Full payment is required to secure a booth or trailer space at the above rental fee on or before May 1.

After May 1, a 10' x 10' booth space will be **\$375.00** and trailers will be **\$475.00** payable in advance (NO REFUNDS).

One electrical outlet and electricity is 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. All interested parties are invited and encouraged to apply. The CTR Committee 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 and Chisholm Trail Roundup 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 with no refund of fees.

The CTR Committee 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 CTR Committee is objectionable with no refund of fees.

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 CTR Committee does not attempt to regulate the price of goods sold. Each vendor will determine the price of his or her own goods.

SECURITY:

Overnight security is provided, however, the Lockhart Chamber of Commerce, CTR, and the City of Lockhart will not be held responsible for lost or stolen items.

RAIN POLICY:

The CTR Festival will continue, rain or shine, with no refund of fees. 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 CTR Committee.

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.



VENDOR APPLICATION

FOR OFFICE USE ONLY

DATE REC'D: _____

BOOTH #: _____

ELECTRIC OUTLETS: _____

PARKING PERMIT #: _____

Name _____

Address _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone# _____

Credit Card #: _____ Exp. Date: _____

Security code: _____ Billing Zip: _____

of outlets needed: _____ Total: \$ _____

Vendors will receive six event entrance wristbands (two per night) for access once gate admission is charged. Additional wristbands may be purchased in advance for \$15.00 each. Vendors will receive ONE parking pass. You must park in the designated vendor parking only. You must purchase additional wristbands from the CTR Committee.

Vendors are responsible for all equipment needs to operate (i.e.tables, chairs). The CTR Committee will provide overhead coverage this year. The CTR Festival will continue, rain or shine, with no refund of fees. (TENT WILL BE PROVIDED)

Additional electrical outlets will be furnished upon request for \$50.00 per duplex receptacle. Please indicate the number of additional outlets you will need and apply the extra fee to your money order or cashier's check.

YOU MUST LET US KNOW BY JUNE 1ST IF YOU NEED ELECTRICITY. VENDORS THAT ATTEMPT TO TAMPER WITH ELECTRIC OUTLETS THAT DID NOT INDICATE A NEED FOR IT MAY BE ASKED TO LEAVE THE PREMISES OR IS SUBJECT TO A MONETARY PENALTY OF \$500 Initial _____

The CTR Committee will assign booth/trailer space(s) to each approved food vendor upon arrival. The CTR Committee 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 CTR Committee must approve all food items to be sold. Any amendment to this rule will have prior approval by the CTR Committee.

Please provide a brief description of the food item(s) you will be selling during the festival. List three options, as the CTR Committee may not approve your first or second option. If approval is given, the CTR Committee 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 CTR Committee.

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 CTR Committee. Checks & money orders should be made payable to:

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

The Lockhart Chamber of Commerce, CTR, 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 any 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, CTR, 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.

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**FOOD SERVICE AT SPECIAL EVENTS
HEALTH DEPARTMENT
CITY OF LOCKHART**

FOOD BOOTH (CRAFT VENDORS DISREGAURD)

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.

X _____ Date _____

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 _____ Date _____

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ATTENTION: ELECTRICAL OUTLET OPTIONS

Due to the limited amount of electricity available and the quantity of vendors for the Chisholm Trail Roundup Rodeo & Music Festival, vendors cannot exceed the maximum of 20 amps per dedicated circuit. Each vendor will be furnished one outlet with two connection spaces that will run 20 amps. Each connection will have a 20-amp breaker. Additional outlets will be available for \$40.00 each. The CTR Committee retains the right to limit electrical usage as required to prevent overloading the electrical outlets as per the City of Lockhart Guidelines.

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Please review the list below to assist with your decision on how many outlets you will require.

<u>Appliance</u>	<u>Watts</u>	<u>Amps</u>
Small Deep Freezer	1260	10.5
Small Refrigerator	540	4.5
Large Slow Cooker	270	2.5
Small Slow Cooker	150	1.3
Microwave Oven	1200	10.0
Electric Skillet	1500	12.5
Electric Griddle	1300	10.8
Electric Deep Fryer	1200	10.0
Countertop Oven	1500	12.5
Popcorn Hot Air Popper	1440	12.0
Toaster Oven	1350	11.5
2-Slice Toaster	850	7.1
4-Slice Toaster	1600	13.3
2-Speed Blender	500	4.2
Food Processor	350	3.0
Roaster Oven	1450	12.8

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