



# Vendor Registration Form

Saturday, October 17, 2020

## Description of Event:

- Outdoor family-friendly festival in the parking lot of Saginaw High School
- From 9 AM – 8 PM October 17, 2020
- \$1 admission fee to the public for a day of entertainment, live music, kids' games and contests.

## Booth Space

- **Food Booth**
  - 14'x18' \$100
  - 24'x18' \$175
- **Business Booth**
  - 14'x18' \$75
  - 24'x18' \$125
- **Arts & Crafts Booth**
  - 14'x18' \$50
  - 24'x18' \$75

## Vendor Requirements: *Please read carefully*

- A completed vendor application including a detailed description of your booth items (attach an additional sheet if necessary). If possible, attach photos of sample items.
- Signed waiver (attached).
- Vendors may sell from their booths only. Soliciting from other areas of the Festival is prohibited.
- All vendors are responsible for paying their own sales tax.
- Vendors must provide their own equipment, including electricity generator, tents, tables, chairs, etc...
- Food vendors must obtain a temporary food establishment permit from Tarrant County Public Health Department.

## Check-In

- All vendors must check-in between 6-8 AM. Due to safety concerns, arrivals after 8 AM may forfeit pre-assigned booth location and be assigned an alternate location.
- All vehicles used to transport supplies to the booth area must be removed from the festival area by 8 AM for public safety.
- Booths must be completely set-up by 9 AM and remain open until 8 PM. A vendor desiring to break down early must receive prior approval.

## Check-Out

- All vendors must clear the festival grounds by 9:30 PM. It is the vendor's responsibility to return their area to pre-Festival conditions by removing all trash, boxes, and supplies.
- To prevent accidents and injuries, any vendor wishing to leave early **MUST** receive approval from a festival official. With approval, vendors who do not need a vehicle to transport supplies out of their booth will be allowed to walk their supplies out.
- No vehicles are allowed on the festival grounds between 8 AM and 8 PM.

## Other Information & Requirements

- Vendors will receive a confirmation letter upon receipt of their application. Booth assignment and further information will be emailed, or mailed if no email is provided, approximately one week before the event.
- Vendor fees are **non-refundable**.
- Absolutely no unattended vehicles may be left on the festival grounds the night before the festival.

*ADA Statement – In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the City of Saginaw will not and does not discriminate against qualified individuals with disabilities on the basis of disability in the City's services, programs, activities, or employment practices.*



# Vendor Registration Form

Date received: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

Organization/Vendor Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Booths**

Please indicate the booth type and square footage required

Food \_\_\_\_\_ 14'x18' (\$100)\*      \_\_\_\_\_ 24'x18' (\$175)\*

Business \_\_\_\_\_ 14'x18' (\$75)\*      \_\_\_\_\_ 24'x18' (\$125)\*

Arts & Crafts \_\_\_\_\_ 14'x18' (\$50)\*      \_\_\_\_\_ 24'x18' (\$75)\*

\*One vendor per booth

Please provide a detailed description and photos, if possible, of your products/services.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Waiver:** Train & Grain Festival reserves the right to refuse any vendor application, should this occur the fee will be refunded. The Vendor shall indemnify, save and hold harmless the City of Saginaw, Train & Grain Festival, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise out of, in connection with, or resulting from this agreement. The City, Train & Grain Festival, their respective officers, agents, board members, staff, volunteers, sponsors and assigns shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths are not insured by the City of Saginaw, Train & Grain Festival or any sponsoring agents. Vendors must make provisions for safeguarding their goods. Each Vendor assumes full liability for protecting, care and maintenance of vendor's property. **ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.** *Note: Vendor Fees are Non Refundable.*

Please sign and date below to acknowledge that you have read all the information, rules, regulations and agree to the terms of the contract

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

Enclose a check or money order made payable to: City of Saginaw  
**Please Return Completed Forms with payment by August 30<sup>th</sup> to:**  
**City of Saginaw • ATTN: Train & Grain**  
**P. O. Box 79070 • Saginaw, TX 76179**