



April 10, 2021

Greetings!

The City of Crowley is pleased to announce that the Annual Celebration of Freedom event is to be held on Saturday, July 10, 2021. The Crowley community is eager to celebrate once again and we invite you to join us! There are three options to apply to be a vendor at this spectacular event held in Bicentennial Park.

- 1- Online Registration is now available! To submit your application online and make a credit card payment go to the City's website at <http://www.ci.crowley.tx.us>. Once on the website follow these easy steps: Click the Community Tab, then City Events, then Celebration of Freedom page. The vendor link will be there. Then you must create an account to access the application.
- 2- By Mail. Complete the attached vendor application and return it to me with the corresponding booth fee. Applications can be mailed to:  
City of Crowley, 201 E. Main Street, Crowley, Texas 76036 ATTN: Julie Hepler
- 3- In-Person: If you choose to submit your application and payment in person you may do so at the Crowley Recreation Center at 405 S. Oak Street, Crowley, Texas.

FOOD VENDORS: Also enclosed is an application from the Tarrant County Public Health Department that pertains to food vendors only. If you are going to be selling non-commercially prepackaged food items, you must complete this application and submit it directly to Tarrant County Public Health Department along with the required fee. Please do not submit your vendor application to the City of Crowley. For questions regarding the Health Department permit application, please contact Alania Ortega at 817-321-4966 or [PH\\_information@tarrantcounty.com](mailto:PH_information@tarrantcounty.com). Additional guidelines may be in place on the day of the event.

The schedule of events and the layout will be similar to previous events. The park will be closed to the general public to allow vendors to set up from 10:00 am – 3:00 pm.

**The deadline for submitting vendor applications is June 21, 2021.** Should you have any questions, please do not hesitate to contact me at (817)297-2201 ext. 7040 or [jhepler@ci.crowley.tx.us](mailto:jhepler@ci.crowley.tx.us). Please see the city website and social media for the latest updated information. We are looking forward to seeing you all again this year!

Sincerely,

*Julie Hepler*

Julie Hepler

Special Events Coordinator

817-297-2201 ext 7040

[jhepler@ci.crowley.tx.us](mailto:jhepler@ci.crowley.tx.us)

Enclosures



## Celebration of Freedom Vendor Application

Booth Space 10 x 20

Special Events Coordinator  
Julie Hepler  
817-297-2201 ext. 7040  
[jhepler@ci.crowley.tx.us](mailto:jhepler@ci.crowley.tx.us)

**\$100.00 per space**

### **Please read the following Rules and Conditions Carefully**

**Violations to any rules listed on this application may result in removal from the Crowley Celebration of Freedom event and the vendor will no longer eligible for future participation.**

1. This is a juried festival requiring the June 21, 2021, deadline for application submission. **NO** vendor application will be accepted after 5:30 pm on Monday, June 21, 2021.
2. Payment **must** accompany the application and will be deposited upon receipt. Vendors not accepted will receive a refund within 7-10 days of receipt. Applicants will receive notification of rejection no later than June 28<sup>th</sup>, 2021. No refund will be made for cancellation by the vendor or removal for cause.
3. Vendor packets including booth assignments and parking passes should be mailed out 14 days before the event.
4. Vendors will be assigned a specific location designated by area and booth number. There will be no guaranteed booth locations or special requests accommodated. Vendors are not guaranteed acceptance or previous booth area.
5. The City reserves the right to change booth assignments at any time deemed necessary. A City of Crowley representative will be available to help locate vendor assigned spaces.
6. **Set up/ Tear Down Schedule for ALL VENDORS is as follows:**
  - **Vendor Set-Up is from 10:00 AM to 3:00 PM the day of the event.** Vendors must be checked in by 3:00 PM. Unclaimed booth space by 3:00 PM may be forfeited and utilized for other purposes at the event.
  - **\* ALL VEHICLES MUST BE OUT OF THE BARRICADED FESTIVAL AREA BY 3:00 PM**
  - Vehicles will **NOT** be allowed back into the vendor area until **AFTER THE FIREWORKS SHOW has completed and the crowd has dispersed.**
  - Food Vendors - a health inspector will be by your booth for inspection between 2:00 - 5:00 pm.
  - Those vendors who do not adhere to the setup timetable must carry or dolly their goods and supplies into the festival area from the vendor parking area.
7. Alcohol is PROHIBITED in the park.
8. Smoking is PROHIBITED in the park except on the paved parking lot. No smoking in the vendor area.
9. Recreational Vehicles (RVs, Motorhomes & ATV) are PROHIBITED in the park during the event.
10. There are no electrical or water hookups for vendor use available at the park. You may provide your own generator.
11. Vendors are required to furnish their chairs, tables, awnings, umbrellas, and power or water source. Vendors are allowed to stake their tents into the ground.
12. Each vendor will be responsible for his or her own area for trash clean up.
13. This is a family-friendly festival. As such, profanity or alcohol-related products are not permitted. Craft vendors selling crafts with alcohol signage are asked to display products at the back of the booth so that the products are not visible to the passerby.
14. NSF Checks must be replaced with a cashier's check or money order. No vendor will be accepted who has not redeemed a NSF check and paid the NSF check fee of \$30.
15. Non-Profit organizations must provide a copy of the letter from the IRS stating their non-profit status.
16. To submit an application by mail: City of Crowley, Attn: Julie Hepler, 201 E. Main St., Crowley, Texas 76036 or in person at Crowley City Hall, 201 E Main Street.
17. Additional guidelines may be in place the day of the event following the Governor's Office, CDC, Tarrant County, City of Crowley, and other recommendations.

**KEEP THIS PAGE FOR YOUR RECORDS**



## CELEBRATION OF FREEDOM VENDOR APPLICATION

Section 1 – Applicant Information			
Name of Business/Organization			Phone Number
Mailing Address	City	State	Zip
Type of Organization For-Profit      Non-Profit      Other:		If non-profit, attach 501c3	
Email		Website	

Section 2 – Contact Information			
Name of Applicant (must be on-site during the event)			
Phone Number		Cell Phone Number	
Address	City	State	Zip
Email			

Section 3 – Set Up			
Select a booth set up (circle all that apply)      Food Truck      Trailer      Tent & Canopy      BBQ Pit /Outside grill			
Approximate size of your set up		Number of Parking Passes Requested for staff ( maximum of 6 )	
Have you included a photo of your set up?      Yes      No			
<i>If you will be serving food items, your application will not be considered without a photo of your set up</i>			
List previous festivals where you have participated as a vendor:			
If you have a food truck or trailer, what side do you serve from? (circle all that apply) Front      Back      Driver Side      Passenger side			
Does your booth require a generator?      Yes      No			
Will your booth include an enclosed tent?      Yes      No      If yes, a tent permit is required from the Crowley Fire Department			

Section 4 – Retail Booths: Apparel, Products, Arts, Crafts, etc.
Detailed Description of Products to be Sold: * Food & Beverages cannot be sold at Retail Booths
Other activities available at your booth (raffle, games, crafts, etc.):

Section 5 – Information Booth: consultant based, political, information
A detailed description of the information you will be distributing at your booth space:

## Section 6 – Food Vendors

- Vendors must obtain a Temporary Special Event Permit from the Tarrant County Health Department for this event. The application is included for your convenience. Please do not submit the Tarrant County Temporary Food Establishment Permit Application to the City. The document goes directly to Tarrant County. For questions regarding your food permit contact Tarrant County Health Department at 817-321-4960.
- The Health Inspector will begin inspections of food vendors at 2:30 pm. Food Vendors cannot open for service until you have passed inspections from the Tarrant County Health Department on the day of the event.
- Your application must include at least one photo of your set up.
- Food vendors must provide their own trash receptacles for their activities. Trash removal during the event will be provided by the City.
- Vendors are responsible for clean up their booth space and removing their business trash at the end of the day.
- Dumping grease or other food waste is PROHIBITED. A fine will be imposed.

Will food or beverages be sold at your booth? Yes No If yes, please attach a complete menu.

***Booths will be inspected and must have proper food handling permits***

If a food vendor list ALL items to be sold:

Does your business have a Food Vendors Permit from Tarrant County?  
Yes No

Will prepackaged food or drinks be sold? Yes No

Will food or drinks be prepared on-site? Yes No If yes, please attach a complete list of vendors.

***No Alcohol or Alcohol sales Allowed in the Park***

## Section 7 – Activity Booth: rides, games, bounce house, climbing wall, face painting, interactive activity

- No merchandise, food or beverages may be sold from Activity or Information booths.
- A price list for all activities and/or rides must be submitted with your application.
- Proof of \$1,000,000 LIABILITY INSURANCE POLICY is required of all physical activity vendors (climbing wall, bounce houses, petting zoo, etc) and a CERTIFICATE OF INSURANCE must accompany the application.  
Exemption: Activities that do not require physical participation, such as face painting or puppet show, are exempt from this requirement.  
**SEE SECTION 7A OF THIS APPLICATION.**

Carnival/Amusement Rides?	Yes	No	If yes, <b><i>Amusement Ride Certificate of Inspection <u>must</u> be included</i></b>  <b><i>A separate Special Use Permit may be required. (additional fees may be applicable)</i></b>
Number of Rides to be offered	_____		

If yes, describe all in detail below:

Will animals be used in conjunction with the event? Yes No	If yes, describe below
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Will inflatable be used at your booth space? Yes No	If yes, describe below
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*\*Any inflatable exceeds 400 sq. ft. may require an additional permit*

Will wastewater/gray water be generated? Yes No	Is so, how will it be disposed of?
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## Section 7 a – Insurance Requirements

The City of Crowley has established insurance requirements for those facility users, vendors, and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Crowley a certificate of insurance that complies with the requirements referenced below must be furnished.

**All special event applicants shall name the City of Crowley as an “Additional Insured”** on all policies, and shall reflect this on a Certificate of Liability Insurance. The applicant shall obtain Certificates of Liability Insurance from all vendors participating in this event unless covered under the applicant’s insurance policy. Separate Certificates of Insurance Liability shall be provided by all carnival and amusement companies and firework production companies and shall name the City of Crowley as “Additional Insured.” Additional coverage may be required depending upon the nature and scope of the event. The City of Crowley reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

**The certificate must show:**

1. The City of Crowley as “Additional Insured.”
2. General Liability Including:
  - Bodily injury
  - Property damage
  - Medical Expense
  - Personal Injury

## Section 8 – Terms and Conditions: Please read carefully

1. Merchandise and display of participant are subject to Lessor, The City of Crowley, who reserves the right to require alteration, replacement, and deletions of any material or activity which is deemed inappropriate for the festival.
2. Lessor reserves the right to change booth assignments at any time deemed necessary.
3. **ALL vendor vehicles must be moved out of the festival area by 3:00 pm, parked in the designated vendor parking area and booths should be ready to operate at 3:00 pm. TCHD will begin to inspect food vendor booths at 3:00 pm. Booths must be disassembled after the fireworks show has been completed. NO vehicle will be allowed back in the festival area until AFTER the fireworks show has been completed and the crowd has dispersed.**
4. The undersigned hereby elects to and does release the City of Crowley and its respective officers, agents, and employees from any and all claims, demands, rights, or causes of action of whatsoever kind of nature which the undersigned has ever had or may now have or may hereafter have, whether known or unknown, foreseen or unforeseen, arising from or by reason of or any way connected with any injuries, losses, damages, property damage loss, or the results thereof, which heretofore has even or hereafter may be sustained by the undersigned as a result of or in connection with or arising out of the undersigned’s participation in the City of Crowley Celebration of Freedom festival.
5. The undersigned acknowledges that in the case of severe or hazardous weather or any other act of God, there will be no reimbursement of booth fees or any other monies submitted to the City of Crowley. No money of any kind or amount will be returned except in the case of booth space rejection by the City of Crowley Celebration of Freedom Committee.

## Section 9 – Acknowledgement and Signature

I, the undersigned, have read the Celebration of Freedom Participant application rules as well as the above Terms & Conditions, including the release, and understand all terms stated therein. I further understand that any deviation from this application could result in rejection of the application and removal from the Celebration of Freedom event. I execute this release voluntarily and with full knowledge of its significance.

Signature:

Date:

Section 13 – Approval / Denial and Remarks

Included	N/A			Certificate of Liability Insurance Detailed Site Plan Booth layout Map Amusement Ride Certificate of Inspection Tent Permit Application
Public Works Approved    Denied    Initials				Remarks
Fire Department Approved    Denied    Initials				Remarks
Police Department Approved    Denied    Initials				Remarks
Recreation Center Approved    Denied    Initials				Remarks
City Council Approved    Denied    Initials				Remarks