



Celebration of Freedom Vendor Policy

Main Street Coordinator
Julie Hepler
817-297-2201 ext. 7040
jhepler@ci.crowley.tx.us

Booth Space 10 x 20

\$100.00 per space

Violations of any rules listed this Vendor Policy may result in removal from the Celebration of Freedom event and the vendor will no longer eligible for future event participation.

- This is a juried festival with a deadline for applications to be submitted by Friday, June 7, 2024, by 5 pm.**
- Payment must accompany the application to be considered for this event. Applicants NOT accepted will receive notification of rejection and refund no later than June 27, 2024. No refund will be made for cancellation by the vendor or removal for cause. Vendors are not guaranteed acceptance or previous booth area.
- Vendors will be assigned a specific location designated by a booth number. There will be no guaranteed booth locations or special requests accommodated.
- Displays must not encroach into the spaces of other vendors, nor will they be permitted to be larger than what appears in the application. Vendors must apply for additional booth space if the trailer, vehicle or display is larger than 20 feet.
- The City reserves the right to change booth assignments at any time deemed necessary. Event staff members will help locate vendor assigned spaces. Unclaimed booth space by 2:00 pm may be forfeited and utilized for other purposes.
- All participants must strictly adhere to the load-in/load-out schedules as follows:**
 - 9:00 am – 3:00 pm Vendor Set Up the day of the event.**
 - 3:00 pm ALL vehicles must be out of the barricaded festival area**
 - 1:00 -4:00 pm Food Vendor inspections - Health Department and Crowley Fire Department**
 - 4:00 pm Park Opens to the Public**
 - 9:30 pm Fireworks Show**
 - Load-out will be permitted at the conclusion of the event once the Crowley Police Department deem the venue safe for vehicles and the crowd has dispersed. The anticipated time is 10:30 pm.**
- Food Vendors** are required to obtain a Temporary Special Event Permit from the Tarrant County Public Health Department. This pertains to food vendors only. For questions regarding the Health Department permit application, please contact the office at 817-321-4966 or PH_information@tarrantcounty.com
- Food vendors will be inspected by the Fire Department.** Please visit the City of Crowley Fire Department Mobile Vendors page for more information on requirements. Food vendors are encouraged to schedule an appointment at the Fire Department prior to the event day to conduct this inspection.
- Vendor packets including booth assignments and parking passes will be mailed out 14 days before the event.
- Alcohol is PROHIBITED in the park.
- Smoking is PROHIBITED in the park except on the paved parking lot. No smoking in the vendor area.
- Recreational Vehicles (RVs, Motorhomes & ATVs) are PROHIBITED in the park during the event.
- There are no electrical or water hookups for vendor use available at the park. You may provide your own generator.
- Vendors must furnish their own chairs, tables, awnings, umbrellas, and supplies for their booth. Vendors are allowed to stake their tents into the ground. Each vendor will be responsible for their own area for trash clean up.
- This is a family-friendly festival. Event management reserves the right to stop or remove any vendor, or his or her representative, for performing any act of practice deemed to be offensive, obscene or objectionable for the festival. The event management reserve the right to determine the appropriateness of a display, products or exhibit. 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. Event staff reserves the right to alter vendor displays or to require the vendor to alter their display due to safety concerns.
- To submit an application by mail: City of Crowley, Attn: Julie Hepler, 201 E. Main St., Crowley, Texas 76036 or in person at Crowley Rec Center, 405 S Oak St. *Applications must be received by due date established in line #1.**
- Additional guidelines may be in place the day of the event following the Texas Governor's Office, CDC, Tarrant County, City of Crowley, and other recommendations.

KEEP THIS PAGE FOR YOUR RECORDS



Celebration of Freedom Vendor Application

Booth Space 10 x 20

Main Street Coordinator
Julie Hepler
817-297-2201 ext. 7040
jhepler@ci.crowley.tx.us

\$100.00 per space

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

1. 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 817-321-4966.
2. The Health Inspector will begin inspections of food vendors at 1:00 pm. Food Vendors cannot open for service until you have passed inspections from the Tarrant County Health Department on the day of the event.
3. Your application must include at least one photo of your set up.
4. Food vendors must provide their own trash receptacles for their activities. Trash removal during the event will be provided by the City.
5. Vendors are responsible for clean up their booth space and removing their business trash at the end of the day.
6. 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

1. No merchandise, food or beverages may be sold from Activity or Information booths.
2. A price list for all activities and/or rides must be submitted with your application.
3. 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, ***Amusement Ride Certificate of Inspection must be included***

Number of Rides to be offered _____

A separate Special Use Permit may be required. (additional fees may be applicable)

If yes, describe all in detail below:

Will animals be used in conjunction with the event? Yes No If yes, describe below

Will inflatable be used at your booth space? Yes No If yes, describe below

**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?

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 4:00 pm. TCHD will begin to inspect food vendor booths at 1:00 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 Vendor Policy and 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			Remarks	
Approved	Denied	Initials		
Fire Department			Remarks	
Approved	Denied	Initials		
Police Department			Remarks	
Approved	Denied	Initials		
Recreation Center			Remarks	
Approved	Denied	Initials		
City Council			Remarks	
Approved	Denied	Initials		