



**TO: Vendors interested in participating  
in "Holiday in the Park" festival**  
**FROM: City of West Orange - Mayor Roy McDonald**  
**RE: Booth reservations and deadlines**

The City of West Orange will hold its tenth annual "**Holiday in the Park**" festival on **Saturday, November 7<sup>th</sup>, 2009** and we would like to extend an invitation to you to be part of the festivities. We'll again be set up next door to West Orange City Hall (2700 Western Avenue). In order to reserve your booth of choice, please send in reservations quickly. No booths will be held...completed reservation form and payment provide confirmation of an available booth.

Our goal is to have a hometown, community festival bringing in people to celebrate the holiday season. We will have food booths, craft booths, children's games and activities and holiday entertainment.

Deadline to confirm a booth space will be **Friday, October 16, 2009**. In order for your registration to be confirmed, you must include total payment, along with your completed registration form. No booths may be reserved by telephone, or without total payment. Refunds will be made only through Monday, October 19, 2009. After that date, no refunds will be made.

In order to provide the most variety for our guests, and the largest returns for our booth holders, we will be limiting the number of food booths selling similar items to **TWO BOOTHS PER ITEM** (i.e. no more than two booths selling hot dogs, burgers, pork-a-bobs, etc.). Therefore, the sooner your registration is confirmed, the more apt you are to be able to sell all items you wish. Please indicate on the registration form exactly what you intend to sell. Since booth spaces will be filled on a "first-come, first-served" basis, we may have to exclude you in one area, but include you in another. Food booths may sell iced tea, lemonade, coffee, hot chocolate, juice or other non-carbonated soft drinks. Alcohol of any kind will not be permitted on site at any time. **The City of West Orange reserves the right to the sale of all carbonated beverages.**

We look forward to your participation in our event. Should you have any questions pertaining to our holiday celebration festival, please contact **West Orange City Hall (409) 883-3468**.

Please refer to the enclosed site plan when choosing your space. Also note that electrical spaces will be 20' x 14' and non-electrical spaces will be 14' x 14'.

## **“Holiday in the Park” Rules and Regulations**

**DEADLINE** - Deadline to reserve a booth space is Friday, October 16, 2009. However the sooner the registration is confirmed, the more apt you are to get the booth you desire and also to be able to sell all items you wish. Please indicate on the registration form exactly what you intend to sell.

**SALES TAX** - Each vendor is responsible for collecting and submitting sales tax. Those of you with a sales tax number are already prepared. Others will need to fill out a tax application (which does not need to be done in advance) and send your check to the State Comptroller's office.

**BOOTH SPACES and SETUP** - Trailers and mobile booths must set up between 8:00 A.M. and Noon on Friday, November 6<sup>th</sup>. Other booths may begin setting up at Noon. Please check in with festival committee members, who will be on-site or inside City Hall, upon arrival. You are responsible for placing trailer/booth within your own designated space without interfering with neighboring booths. Trailer tongues may not extend outside of designated booth space, or two spaces must be reserved and paid for. **TRAILERS WITH TONGUES MUST BE SET UP BEFORE NOON ON FRIDAY, November 6<sup>th</sup>!! ALL BOOTHS MUST BE REMOVED FROM THE SITE BY NOON ON SUNDAY, NOVEMBER 8<sup>th</sup>.** Any remaining booths will be hauled away at owner's expense.

**TWO 110 VOLT, 20 AMP** plugs (one double outlet) will be supplied to each booth. Should you need 220-volt hook-up, please contact Theresa Van Meter at City Hall. If available, there will be an additional cost of \$15 for this service. **NO GENERATORS WILL BE PERMITTED.**

**REFUND OF BOOTH FEE** - May be claimed through Monday, October 19...no money is refundable after that date.

**SECURITY** - Security will be provided from Friday evening, November 6<sup>th</sup>, through the conclusion of the festival on Saturday. However, the City of West Orange, its agents, employees, and/or representatives will not be responsible for any damage, loss, pilferage or theft any time, before, during, or after the festival.

**PETS** - No pets will be allowed on site, unless as aid to handicapped persons.

**HOURS** - Festival will be operation from 10:00 A.M. - dusk on Saturday, November 7<sup>th</sup>.

**FORBIDDEN SALE ITEMS** - Absolutely NO stink bombs, smoke bombs, snaps, poppers, fireworks or canned string shall be sold or given away from any booth. No knives of any kind shall be sold to minors. No suggestive or vulgar items of any kind shall be sold from any booth. The festival committee reserves the right to discontinue the sales or distribution of any other potentially disruptive or dangerous items from any booth at any time during the festival.

**TABLES FOR SEATING** - We encourage booth holders to provide seating areas, however seats and/or tables must be placed in close proximity to booth space so that traffic flow is not interrupted.

**GLASS BOTTLES OR CANS MAY NOT BE BROUGHT IN. NO OTHER CARBONATED BEVERAGES, BEER, NOR ALCOHOLIC BEVERAGES MAY BE BROUGHT ON SITE.**

**WATER** - for cleaning will not be available to individual booths, but will be available at several central locations. Please supply your own water to be used for cooking purposes.

**LITTER** - Each booth holder is responsible for their immediate area. Containers will be provided.

**BOOTH INFORMATION** - Please make sure that booth registration, all correspondence, etc., is complete with your name, mailing address and telephone number.

**CHANGE** - Make sure that you have adequate change for the event. The City of West Orange will not supply change to booths.

**EXTENSION CORDS** - Booths will need to provide their own #12 heavy-duty extension cords for their usage.

**BOOTH DECORATIONS** - All vendors are encouraged to decorate their booths in the holiday theme.

# "HOLIDAY IN THE PARK"

**Saturday, November 7, 2009  
West Orange City Hall grounds  
2700 Western Avenue  
West Orange, Texas**

Please reserve a booth space for me:

Booth Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_

Please specify your space(s) preference by booth number(s) as shown on enclosed diagram:

\_\_\_\_\_ 14' (wide) X 14' (deep) Non-electrical space \$20 each

\_\_\_\_\_ 20' (wide) X 14' (deep) Electrical space \$30 each

Additional 220-volt electricity will be available if arrangements and payment are made in advance:

\_\_\_\_\_ 20' (wide) and 14' (deep) \$45 each

\*\*\*\*\*IMPORTANT: Please complete the reverse side of this form also. \*\*\*\*\*

**NOTE: The City of West Orange has exclusive rights to the sale of carbonated soft drinks. ABSOLUTELY NO BEER, WINE OR ALCOHOL of any kind shall be sold at this festival.**

**BOOTH DESCRIPTION:**

**ITEMS TO BE SOLD:**

|       |               |                |
|-------|---------------|----------------|
| <hr/> | <b>Food</b>   | <hr/><br><hr/> |
| <hr/> | <b>Crafts</b> | <hr/><br><hr/> |
| <hr/> | <b>Other</b>  | <hr/><br><hr/> |

I understand that:

- booth construction is the responsibility of the booth holder;
- security will be provided from Friday evening, November 6<sup>th</sup>, through the conclusion of the festival on Saturday.
- the City of West Orange, its employees, and/or agents cannot be responsible for any loss, theft, pilferage and/or damage of booth holders' property before, during or after the festival;
- I MUST abide by ALL rules and regulations of "Holiday in the Park."

**The City of West Orange has organized, and will continue to maintain, "Holiday in the Park" as a family-oriented event. As the supporting agency, the City of West Orange expressly reserves the right and authority to supervise activities within the festival grounds to ensure that an appropriate environment exists. Supervisory powers include, but are not limited to, directing the removal from sale or display inappropriate items (signs, posters, t-shirts, disruptive, suggestive items, etc.) directing the cessation of inappropriate conduct; and requiring that booth renters not reasonably interfere with the operations of activities of other booth holders. The exercise of supervisory powers is exclusively vested in the City's Mayor and other designees.**

**Booth renters or other persons who fail to comply with the supervisory directives are subject to immediate revocation of their booth rental and removal from the festival grounds WITHOUT reimbursement of any or all of their booth rental fee, and any travel, transportation, setup or other expenses incurred, or claim to lost revenue or lost profits by, such evicted booth space renter or other persons.**

*I have been furnished, read and understand the rules and regulations governing this event and agree to abide by the conditions set forth in them. I agree to participate in the festival for the ENTIRE DAY as set forth in the schedule. I also understand that the "Holiday in the Park" committee has the right to review suitability of all booths and activities. Refund of booth fee may be claimed through October 19, 2009. NO MONEY IS REFUNDED AFTER THAT DATE.*

**PLEASE RETURN THIS FORM WITH YOUR CHECK FOR PROPER REGISTRATION**

After reading and completing entire form, please sign:

\_\_\_\_\_

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

Return registration form and payment to:

"Holiday in the Park"  
City of West Orange  
2700 Western Avenue  
West Orange, TX 77630-6136

