



2018 VENDOR INFORMATION

DEADLINE: Applications must be submitted online by 5:00 pm on **Saturday, April 14, 2018.**

The Bloomin' Temple Festival, one of Central Texas' most popular events, attracts over 12,000 people annually and is held the last weekend of April each year. For the last 13 years, attendees have enjoyed this two day festival featuring a wide variety of musical acts on two stages, arts & crafts, festive food, a carnival, children's activities and lots of family fun in historic downtown Temple.

Vendor applications are now being accepted for the 13th Annual Bloomin' Temple Festival taking place Friday and Saturday, April 27-28, 2018. **All vendors must review the MANDATORY RULES AND REGULATIONS prior to submitting your online application as you will be responsible for all information contained therein.**

WHERE: **NEW LOCATION - Martin Luther King Jr. Festival Fields** (301 S. 4th Street in Temple)

WHEN: **Friday, April 27 @ 6:00 pm to Midnight & Saturday, April 28 @ 11:00 am to Midnight**

VENDOR SPACE: Large tents will be provided with some lighting. Booth space is limited to a **single 10 x 10 booth. If you require a larger space (Example: 10 x 20) then you would need to purchase additional space.** Vendors must be able to secure booth merchandise in case of rainy or windy conditions. All items sold or displayed must be contained within booth space. Vendors are responsible for providing all required equipment needed, including tables, chairs, displays tents, etc. Pop up tents will not be allowed.

FEES: (see page 4 for eligibility rules)

Arts & Crafts	\$90
Non Profit	\$170
Home Based	\$215
Festival Sponsor	Ask For Pricing*

Corporate vendors of products and/or professional services are admitted to the Festival as official sponsors only.

*Festival sponsorship is an excellent way to enhance participation and boost visibility to businesses, as well as help support an important community tradition. **Sponsors contributing \$500** or more will receive a complimentary booth space. Sponsors are allowed to promote items that may or may not be handmade. To learn more about becoming a festival sponsor, contact Sponsorship Coordinator, Holly Leiferman, at hleiferman@templetx.gov

ELECTRICITY: Electricity is not available and outside generators will not be allowed. The use of battery operated or solar lights is encouraged to light your space.

WEATHER: The festival will go on rain or shine! This is an outdoor event; be prepared for any type of weather. The safety of our vendors, visitors, and staff are top priority. **Booths and merchandise must be secured to withstand inclement weather.** The weather will be monitored throughout the festival, and we will notify vendors of important weather related information as needed.

CERTIFICATE OF INSURANCE: Vendors must furnish FESTIVAL MANAGEMENT/CITY OF TEMPLE with a Certificate of Insurance with general liability coverage of not less than \$1,000,000 and will name the City of Temple as an "additional insured" with Downtown Temple as the premises for the event. If VENDOR does not carry insurance, then the AFFIRMATION AND LIABILITY RELEASE must be completed and signed by the VENDOR in lieu of a Certificate of Insurance. ALL VENDORS agree to indemnify and hold harmless the Bloomin' Temple Festival and the City of Temple, its officers, agents, directors, employees and assigns from any and all claims arising from any act or omission of the Vendor. **Certificate of Insurance and/or AFFIRMATION AND LIABILITY RELEASE must be provided before set-up.**

REQUIREMENTS: Vendors must remain open until the close of the festival, even if vendor sell out. Leaving early makes the festival look in disarray. Concessionaires who leave early will not be invited to participate the following year. Your booth must be neat, attractive and well-maintained throughout the festival. Signage with visible and clear pricing is required. You are responsible for setting up, maintaining and removing your own booth, merchandise and trash.

APPLICATON CHECKLIST/ACCEPTANCE: The following items **MUST** be submitted for your application to be considered.

- 1) Completed online application with payment @ bloomintemple.com
- 2) Photo of your booth
- 3) Certificate of Insurance/or AFFIRMATION AND LIABILITY RELEASE

**** (photos and certificate of insurance can be emailed to aweckbacher@templetx.gov).**



VENDOR AGREES TO COMPLY WITH THE FOLLOWING RULES AND REGULATIONS

WE ABSOLUTELY CANNOT GUARANTEE WHERE YOU WILL BE LOCATED, PAST LOCATIONS DO NOT APPLY

Applications must be submitted online by 5:00 pm on Saturday, April 14, 2018

GENERAL INFORMATION

This document contains pertinent [RULES AND REGULATIONS](#) that govern the operations of the 2018 Bloomin' Temple Festival. We are extending invitations to vendors who submit fully executed applications with required enclosures and payments by the **April 14, 2018** deadline.

The Bloomin' Temple Festival strives to maintain a balance and diversity in vendor offerings, and quality offerings. Applications and products are reviewed to maintain this balance. Our goal is to keep standards high and promote a safe, successful and fun festival. The [RULES AND REGULATIONS](#) set forth in this document are designed to maintain order and to regulate activities on the festival site.

RULES AND REGULATIONS

1. The City of Temple does not guarantee vendor sales.
2. Vendors, their staff, employees, and agents must comply with all vendor policies, fire codes, laws, ordinances, and regulations pertinent to health, fire prevention and public safety. Failure to comply may result in expulsion from the event without a refund.
3. A limited number of vendors in each category will be accepted to the festival. Decisions are at the sole discretion of the City and based on, but not limited to: the best interest of the festival. The Festival reserves the right to admit duplicate businesses based on the Festival needs and size. Exclusivity may be extended at the Festival's discretion.
4. All location placements will be at the sole discretion of City of Temple staff. **WE ABSOLUTELY CANNOT GUARANTEE BOOTH SPACE LOCATIONS.** Use of City of Temple property is strictly limited to assigned location.
5. Any product not specified in the application will not be allowed at the Festival. Unapproved items must be removed from the vendor booth when asked by City of Temple Staff. Failure to abide will result in expulsion to the festival in future years.
6. Vendor agrees to allow the City of Temple to photograph booth spaces and products during the event for no additional compensation. Photos and video taken may be used in future City of Temple promotions.
7. **Prohibited Items:** Drawings or raffles shall not be allowed. No political party booths. Vendors shall not sell or give away drug paraphernalia, firecrackers, smoke bombs, stink bombs, laser items, knives/swords, brass knuckles, guns, sprays, stun-guns, any weapon related item, or any other items deemed as undesirable by the Bloomin' Temple Festival.
8. The use of amplified public address systems/stereos/radios is prohibited.
9. Selling/promotion of merchandise is restricted to the vendor's booth area only. You may not solicit merchandise in any other area of the festival fields.
10. **Pets:** Pets of any kind are not allowed! This includes the festival grounds and all festival/staff parking areas. No exceptions. Do not leave your animals in your vehicle, or Animal Control will be summoned.
11. City of Temple reserves the right to refuse any application. **Submission of an application does not guarantee a space.**
12. **Space assignments, additional information, parking instructions and maps will be e-mailed to participating vendors on or about April 20th, 2018.**



Vendors will be given set up instructions when they receive their Festival Confirmation Packet via email by April 20th, 2018

SCHEDULE: Times are subject to change.

FESTIVAL/VENDOR HOURS: Friday-6:00 pm – Midnight Saturday-11:00 am – 1:00 am

- Booth space must be occupied as assigned, and be open and staffed during all regular festival hours.
- No late set-ups/early breakdowns allowed.
- **Vendors MUST load in on Friday. Vendors who are not set up on Friday, will not be allowed into the festival on Saturday.**
- The festival retains the right to deny any vendor that cannot sustain a presence during the entire 2-day festival.

SET-UP/LOAD IN: Friday-10:00 am – 3:00 pm.

- All spots are pre-determined before load-in. Please arrive, unload and set up in the assigned time allotted.
- Time slots will be available based on size of your vendor booth. We will plan space accordingly to the vendor booth measurements you provide. **Please be accurate with your sizes and arrive on time for setup.**
- **You will not be allowed to enter the site until your scheduled load in time**, unless otherwise permitted by coordinator.
- **NO LATE ARRIVALS WILL BE PERMITTED.** AFTER unloading, and BEFORE set up, your vehicle and/or trailer will need to be moved to a designated parking area. All vehicles **MUST** be out of the festival area by 4:00 pm.
- Booths must be set up and ready to open at 6:00 p.m. on Friday and 11:00 a.m. Saturday.
- Once you are set-up, your vehicle must remain parked in the vendor area during the festival. We do not allow re-entry once the festival has begun. **Re-Stocking Access is from 7:00 a.m. to 9:30 a.m. on Saturday and from 5:00-6:00 pm.**
- Plan on bringing everything you need prior to gate openings. Bring a hand truck and/or cart if you need to load anything in or out.
- Vendors must have sufficient amount of product in order to operate during required hours.

TAKE DOWN/LOAD OUT: Sunday-6:00 am.

- The entire festival area will be fenced off. Therefore, vehicles will not be able to access the festival grounds.
- Do not dismantle your booth prior to closing time. Vehicles/Trailers will not be allowed to drive on, in or out of the grounds until designated times.
- Do not try to bring in, remove your vehicle or wait by the gate. After the crowd sweep, vendor relations staff will coordinate load out with you, and we will notify vendors to bring in their vehicles.
- For liability purposes, vendor vehicles are NOT permitted inside the venue until all patrons have been evacuated.
- Please make sure ALL of your staff is aware of this guideline & abides by it, or risk personal damage, ejection and/or not being invited back in future years. Please be patient during the load out process. You can help by breaking down and packing up your booth, while you wait.

PARKING: Parking passes will be provided - 2 per vendor. Entrance will be located at S Martin Luther King Jr. Dr and East Avenue E. Vehicles in the booth area are prohibited

SECURITY: Security will be provided during the overnight hours on Friday – Saturday. Vendors are responsible for covering your merchandise and booth openings with tarps, and securing your booth.

TRASH: All vendors are responsible for trash pickup and disposal. Grounds must be kept clean and without clutter. Vendor area must be completely clean prior to leaving the event. Each vendor is responsible for the removal and disposal of all materials, litter (including cigarette butts), garbage, including boxes, (broken down) and signage.

WATER: Water is not available on site.

VENDOR PASSES: All vendors will be required to have a wristband or pay admission. Each vendor will be issued **(4) four, 2 Day - wristbands** which will be supplied during load in. Additional wristbands may be purchased for \$10.00 each. We cannot be responsible for getting your passes to your staff. You must make these arrangements. Wristbands will not be held at will-call, or by vendor relations staff.

ARTS & CRAFTS VENDOR: \$90

- Must make 75% of the goods located in your booth. This includes personally hand crafted items.
- Fine art, photography, pottery, jewelry, furniture, candles, soaps, clothing, sculpture and other crafts.

NON PROFIT/COMMUNITY GROUP: \$170 *please provide documentation that you are a Non-Profit.*

- Non-profits are encouraged to provide interactive activities or games to engage festival attendees about their cause or services.
- Booths are for local or national nonprofits, government agencies or other community groups.
- For promotion and education purposes only. **You may not sell any items, souvenirs, solicited donations or conduct any raffles that require sales or the purchase of tickets. No food or beverages may be distributed except complimentary candy.**

HOME BASED VENDOR: \$215

- Defined as a business that operates out of a home – that is either selling a product or service.
- May also hand out coupons, business information or discounts.
- We only accept ONE vendor from each type network marketing organization.

Vendor deadline is April 14, 2018. Vendor hereby requests permission to display and sell the products and/or services listed above. Further, the City of Temple reserves the right to approve any product/item a vendor may wish to sell or dispense as well as limit the number of concessions selling the same product/item. **DO NOT bring items to the Festival unless previously approved. No outside generators will be allowed. On the day of the Festival, the Standards Committee will be monitoring compliance.**

I have read, understand and will abide with 2018 Bloomin' Temple Festival general information, rules and regulations. Upon approval of my application, I understand that most correspondence will be made via email.

By signing the application, I acknowledge that the Bloomin' Temple Festival is subject to various weather conditions and state and federal safety and health regulations. **No refunds of application fees will be made.** Vendors must remain open until closing.

Certificate of Insurance and/or AFFIRMATION AND LIABILITY RELEASE must be provided before set-up.

Print and save a copy of your records.

For more information, please contact

Amanda Weckbacher, Events Specialist
City of Temple Parks & Recreation Department
(O) 254.298.5774
aweckbacher@templetx.gov