



VENDOR

Fort Worth's Fourth 2017 Application

Deadline for Application Submittal – May 17, 2017

Please type or print clearly all information. Only complete applications will be considered.

The Trinity River Vision Authority (TRVA) invites you to apply to participate in the 10th Annual Fort Worth's Fourth (FW4) Celebration to be held at Panther Island Pavilion on July 4, 2017.

Please follow all application instructions carefully and note that the deadline for submitting the application for FW4 is midnight, MAY 17, 2017. Applications postmarked by MAY 17, 2017 will be considered on time. Due to the volume of applicants and limited space, we are unable to accept late applications - **the deadline is firm**. All applicants will be notified by email with a letter of acceptance or non-acceptance prior to May 25, 2017.

Important Dates:

- MAY 17, 2017 APPLICATION DEADLINE
- MAY 13, 2017 Booth Fees, Insurance Certificates, Health Permits (From City of Fort Worth) and Signed Permit Due
- JULY 4, 2017 Festival

For Vendors that have been selected, Festival Date & Times:

JULY 4, 2017

- 8:00 AM to 12:30 PM Load In
- 2:00 PM to 10:00 PM Festival Open
- 10:00 PM to 11:00 PM Booth Break Down and Load Out

Location:

Panther Island Pavilion - 395 Purcey Street, Fort Worth, TX 76102
(Specific location maps will be provided)

Policies:

Final booth assignments are made at the discretion of Festival Management and will be available on the day of check in. Set up is at your leisure, but must be completed within the times listed above. Vehicle must be moved to the parking lot by 1:00 PM. Vehicles are not allowed on the event site at any time during event hours. Booth break down will commence at 10:00 PM or upon notification by Festival Management or Fort Worth police officer.

Submission Instructions: (Note: Submission of application does not guarantee acceptance of placement.)

- Complete the application form attached
- Include sample product and booth set up images
- Email completed application and images to Stacy.Beeson@TrinityRiverVision.org by midnight on MAY 17, 2017.
- You will be notified that your application has been received within 2 business days of receipt of application.
- If your application is accepted, you will be emailed a copy of the vendor packet, permit for signature, and directions for sending the festival permit fee
- **DO NOT SUBMIT PAYMENT WITH THIS APPLICATION.** If approved, you will receive a permit with payment information and will submit payment with the permit.

Fort Worth's Fourth is an outdoor event and there are no refunds for inclement weather.



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VENDOR INFORMATION

IN-OFFICE USE ONLY	DATE	INITIALS
Application Received:	_____	_____
Application Approved:	_____	_____
Insurance Received:	_____	_____

Business Name: _____

Applicant Name: _____ Cell: _____

Co-Applicant Name: _____ Cell: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____

Email: _____

Website: _____

Festival On-Site Contact Name: _____ Cell: _____

Emergency Contact Name: _____ Cell: _____

DESCRIPTION: Please provide a description of your products and or services that you plan to offer at this event. Also include a description of your vendor booth set up and any other information that you feel is important for us to know.



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SOLE PROPRIETOR VENDOR NEEDS AND FEES. Please complete all information for booth to be considered. List what your needs are anticipated to be and FW4 will consider these requests and include what FW4 will provide in final permit.

List what your needs are anticipated to be and FW4 will consider these requests and include what FW4 will provide in final permit. If the space allowed is insufficient, please provide all necessary information on a separate sheet of paper and attach. These items must be approved by festival staff. Provide photo of booth set up with this application for festival staff to review and approve or deny set up. The securing of these items to the ground must follow festival policies. See fee structure below.

Sole Proprietor: jewelry, arts & crafts, clothing, accessories, soaps and similar items

Booth Fees:

Note: Branded tents can be used on a case by case basis. Festival staff must approve of the tent. Non-Branded "pop-up" tents/canopies are not allowed. If you bring a branded tent, lights will not be provided, however, you will have power to use your own lights. Branded tents must be adequately secured to the ground. Set up will be inspected by Festival Staff and will be asked to remove if not adequately secure.

10' X 10' Booth Space

\$325

Includes:

One (1) 10' X 10' Tent with rope lighting

One (1) 8' Table

Two (2) Chairs

One (1) 110v/20AMP Outlet

10' X 20' Booth Space

\$550

Includes:

Two (2) 10' X 10' Tent with rope lighting

One (1) 8' Table

Two (2) Chairs

Two (2) 110v/20AMP Outlets

Trailer set up and electricity requests will be considered on a case by case situation.

SOLE PROPRIETOR BOOTH SPACE

DESCRIPTION	YES or NO	QTY NEEDED	FW4 FEES TO VENDOR
BOOTH 10'X10' SPACE			\$325 each 10'X10' location
BOOTH 10'X20' SPACE			\$550 each 10'X20' location
10'X10' BRANDED VENDOR TENTS			MUST BE APPROVED BY FESTIVAL STAFF – Note: If you bring your own branded tent, lights will not be provided, however, you will have power to use your own lights.
FESTIVAL STANDARD TENTS			(ONE INCLUDED WITH EACH 10'X10' BOOTH SPACE) Additional are \$125 each
TABLE			(ONE INCLUDED WITH EACH 10'X10' BOOTH SPACE) Additional are \$8.00 each
CHAIRS			(TWO INCLUDED WITH EACH 10'X10' BOOTH SPACE) Additional are \$1.50 each
ELECTRICITY - 110v/20AMP			(ONE INCLUDED WITH EACH 10'X10' BOOTH SPACE) Additional are \$75each
ELECTRICITY - 110v/30AMP			\$100
ELECTRICITY - 220v/50AMP			\$150



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CORPORATE/COMMERCIAL VENDOR NEEDS AND FEES. Please complete all information for booth to be considered. List what your needs are anticipated to be and FW4 will consider these requests and include what FW4 will provide in final permit.

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Commercial/Corporate Vendors – Companies who promote their product or services

Booth Fees:

Note: Branded tents can be used on a case by case basis. Festival staff must approve of the tent. Non-Branded “pop-up” tents/canopies are not allowed. If you bring a branded tent, lights will not be provided, however, you will have power to use your own lights. Branded tents must be adequately secured to the ground. Set up will be inspected by Festival Staff and will be asked to remove if not adequately secure.

10' X 10' Booth Space - \$2500

(Roman Candle Sponsorship)

For more information go to:

<http://pantherislandpavilion.com/fortworthsfourth/sponsors/>

Includes:

- One (1) 10' X 10' Tent with rope lighting
- One (1) 8' Table
- Two (2) Chairs
- One (1) 110v/20AMP Outlet

10' X 20' Booth Space - \$3500

Includes:

- Two (2) 10' X 10' Tent with rope lighting
- One (1) 8' Table
- Two (2) Chairs
- Two (2) 110v/20AMP Outlet

Trailer set up and electricity requests will be considered on a case by case situation.

COMMERCIAL/CORPORATE BOOTH SPACE

DESCRIPTION	YES or NO	QTY NEEDED	FW4 FEES TO VENDOR
BOOTH 10'X10' SPACE			\$2500 each 10'X10' location
BOOTH 10'X20' SPACE			\$3500 each 10'X20' location
10'X10' BRANDED VENDOR TENTS			MUST BE APPROVED BY FESTIVAL STAFF – Note: If you bring your own branded tent, lights will not be provided, however, you will have power to use your own lights.
FESTIVAL STANDARD TENTS			(ONE INCLUDED WITH EACH 10'X10' BOOTH SPACE) Additional are \$125 each
TABLE			(ONE INCLUDED WITH EACH 10'X10' BOOTH SPACE) Additional are \$8.00 each
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ELECTRICITY - 110v/20AMP			(ONE INCLUDED WITH EACH 10'X10' BOOTH SPACE) Additional are \$75 each
ELECTRICITY - 110v/30AMP			\$100
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Important FW4 Information.

You **MUST** initial next to each item in the space provided indicating you understand and agree.

_____ Submission of an application does not guarantee acceptance.

_____ Festival hours: 2:00 PM to 10:00 PM

_____ If accepted, booth set-up is on July 4, 2017 from 8:00 AM to 12:30 PM. Any vendor that shows up after 12:30 PM will be turned away and there will not be a refund of fees.

_____ If accepted, vendor must adhere to the following:

- Remain at assigned booth at all times during festival hours
- Will not walk around festival grounds to sell items. Certain circumstances may allow this, but only with written permission by Festival Staff.
- Must accept cash and credit

_____ FW4 will go on RAIN or SHINE. There are no refunds for inclement weather.

_____ The TRVA will not assume responsibility for damage or theft of your property.

Upon acceptance to FW4, vendors are required to provide the following insurance:

General Liability - \$100,000 per occurrence, \$300,000 aggregate

Insurance Certificates must be received by the District's Risk Management Department 30 days prior to the event and must contain the following:

TRWD/TRVA named as additional insured

TRWD to be named as certificate holder at the following address:

Tarrant Regional Water District, Attn. Risk Management 808 E Northside Drive,
Fort Worth, TX 76102

TRVA to be named as certificate holder at the following address:

Trinity River Vision Authority, 307 West Seventh Street, Suite 100,
Fort Worth, TX 76102

Mail applications to: Trinity River Vision Authority
Attn: Stacy Beeson/FW4
307 W. 7th Street, Suite 100
Fort Worth, TX 76102

Or Email Application to: Stacy.Beeson@TrinityRiverVision.org

My signature acknowledges that I will be present and my booth will be open and staffed during all festival operating hours of FW4. I agree to follow all rules and regulations set forth by festival staff and understand that failure to do so can result in immediate expulsion without refund. I acknowledge that the following are prohibited: pets, illegal substances or weapons at my booth or vehicle during the festival. You must sign below for your application to be considered.

Signature: _____ Date: _____

Check List: ALL of these items must be included for your application to be considered.

Completed and Signed Application

Pictures of Booth and Pricing Attached