



# FOOD VENDOR

## Fort Worth's Fourth 2017 Application

**Please type or print clearly all information. Only complete applications will be considered.  
You will need to complete one application for each booth.**

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 not that the deadline for submitting the application for FW4 is midnight, APRIL 25, 2017. Applications postmarked by APRIL 25, 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 2, 2017.

### Important Dates:

- APRIL 25, 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:

- Food Trucks are NOT Allowed
- Final booth assignments are made at the discretion of Festival Management and will be available on the day of check in.
- During load in, you have one hour to unload your vehicle and then move to the designated parking lot. Set up is at your leisure.
- Vendor may bring in their own tents, booths or trailers. Provide photo of booth set up with this application for festival staff to review. These items must be approved by festival staff. The securing of these items to the ground must follow festival policy found on page 2. *Vendor can rents tents from festival. See fee structure on page 2 of application packet.*
- Vehicles are not allowed on the event site at any time during event hours.
- Booth break down will commence upon notification by Festival Management or Fort Worth police officer.
- Staking is allowed on non-concrete/asphalt areas with permission only. Staking is PROHIBITED on any area that has concrete or asphalt. Concrete blocks, water barrels or stakes can be used upon Festival Staff approval. Festival Staff must approve all stake locations.

### 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 APRIL 25, 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.
- Selection of vendors will include booth footprint, overall booth look and appearance, menu selection, ability to have food prepared quickly to service a large festival and other factors. Note: (Fort Worth 4th 2016 had 75,000 attendees)
- References may be requested.

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



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No cash will be accepted for permit fees. All checks must be made payable to: Tarrant Regional Water District. All checks must be mailed to: Trinity River Vision Authority, Attn: FW4, 307 W. 7<sup>th</sup> Street, Suite 100, Fort Worth, TX 76102. Any checks made payable to the wrong entity will be sent back to the vendor.

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

### FOOD VENDOR INFORMATION

Business Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Festival On-Site Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_



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**FOOD VENDOR NEEDS AND FEES.** Please complete all information for booths to be considered.

**You will need to complete one form for each booth.** 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. Please use additional sheets if you have more than one booth.

Vendor Name: \_\_\_\_\_

Booth Space Number: \_\_\_\_\_ Booth or Trailer? \_\_\_\_\_  
*This is if you have more than one booth*

Dimensions  
*This needs to match the pictures you attach.*

	X	
WIDTH	DEPTH	HEIGHT

**List Your Menu and Prices Here:**

Note: Food Vendors ARE NOT ALLOWED to serve any type of beverages, to include: soda, tea, water, fruit drinks, etc. ALL items must be approved by FW4. Vendor will be notified by email upon acceptance of application and menu.

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

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. Please use additional sheets if you have more than one booth. Vendor may bring in their own tents, booths or trailers. 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. Vendor can rent tents from festival. See fee structure below.

DESCRIPTION	YES or NO	AMOUNT NEEDED	FW4 FEES TO VENDOR
BOOTHS			\$325 each location
TENTS			\$125 each (10' X 10')
TABLE			\$8.00 each
CHAIR			\$1.50 each
ELECTRICITY			\$75 110v/20AMP
ELECTRICITY			\$100 110v/30AMP
ELECTRICITY			\$150 220v/50AMP
GREYWATER DISPOSAL BY FW4			No Charge
ACCESS TO WATER			No Charge – Vendor must provide water hose
PROPANE TANKS BEING USED			

We have many applications each year. In order to make our food courts the best they can be, we must have all of the above information for each booth. This will help us avoid any miscommunications concerning electrical needs, greywater disposal and set-up information for each food vendor.



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**Important FW4 Information. Initial next to each item in the space provided indicating you understand and agree.**

- \_\_\_\_\_ Submission of an application does not guarantee acceptance.
- \_\_\_\_\_ Each accepted vendor will receive two (2) vendor parking badges, regardless of booth size. Festival access is free.
- \_\_\_\_\_ Festival hours: 2:00 PM to 10:00 PM
- \_\_\_\_\_ If accepted, you are required to stay open during all festival hours.
- \_\_\_\_\_ FW4 will go on RAIN or SHINE. There are no refunds for inclement weather.
- \_\_\_\_\_ All food vendors will accept cash and credit.
- \_\_\_\_\_ Food vendors will not sell beverages such as soft drinks, tea, lemonade or water.
- \_\_\_\_\_ You must be approved for water and electrical hook up.
- \_\_\_\_\_ All food heating equipment must be shielded from the public. Proper fire extinguishers must be in booth/trailer. Grills and propane are allowed with proper shield and cover.
- \_\_\_\_\_ The TRVA will not assume responsibility for damage or theft of your property.
- \_\_\_\_\_ Upon acceptance to FW4, your set-up will take place on July 4, 2017 from 8:00 AM to 11:00 AM
- \_\_\_\_\_ Upon acceptance to FW4, vendors are required to provide the following insurance:

General Liability - \$1,000,000 per occurrence, \$2,000,000 aggregate  
 General Liability \$500,000 Combined single limit in automobile insurance  
 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/TRVA provided a waiver of subrogation
- 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. 7<sup>th</sup> 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.

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

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

- Completed and Signed Application
- Pictures and Pricing Attached