



CORPORATE/COMMERCIAL VENDOR Fort Worth's Fourth 2020 Application

Deadline for Application Submittal – March 31, 2020

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

The Tarrant Regional Water District (TRWD) invites you to apply to participate in the 13th Annual Fort Worth's Fourth (FW4) Celebration to be held at Panther Island Pavilion on July 4, 2020.

Please follow all application instructions carefully and not that the deadline for submitting the application for FW4 is midnight, March 31, 2020. Applications postmarked by March 31, 2020 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 April 15, 2020.

Important Dates:

- March 31, 2020 APPLICATION DEADLINE
- April 30, 2020 Booth Fees, Insurance Certificates, Health Permits (From City of Fort Worth) and Signed Permit Due
- July 4, 2020 Festival

For Vendors that are selected, Festival Date & Times:

JULY 3, 2020

Early Load In: 1:00 PM to 8:00 PM

JULY 4, 2020

8:00 AM to 12:30 PM Load In

2:00 PM to 10:00 PM Festival Open

10:30 PM to 12:00 AM 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 from 10:30 PM to 12:00 AM. **Vendors MUST wait until the "All Clear" from Police or Event Staff in order to bring their vehicle back into the festival for load out. NO EXCEPTIONS WILL BE MADE!**

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@TRWD.com by midnight on March 31, 2020.
- 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.

Note: For the purpose of this festival, a "Corporate/Commercial" vendor is considered a business that is owned or directly tied to any Commercial or Corporate Business. Examples of these type of businesses: AT&T, Verizon, Time Share Companies, etc. Festival Staff reserve the right to determine what is or is not a Corporate or Commercial business.

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



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VENDOR INFORMATION

Business Name: _____

Applicant Name: _____ Cell: _____

Co-Applicant Name: _____ Cell: _____

Business Address: _____

City: _____ State: _____ Zip: _____

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.

NOTE: NEW MAILING AND OFFICE ADDRESS:

Mail applications to: Tarrant Regional Water District
 Attn: Stacy Beeson/FW4
 301 Arthur St.
 Fort Worth, TX 76107

Or Email Application to: Stacy.Beeson@TRWD.com

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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.

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.

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 - \$1000

Includes:

- One (1) 10' X 10' Tent with rope lighting
- One (1) 8' Table
- Two (2) Chairs
- One (1) 110v/30 AMP Quad Box

10' X 20' Booth Space - \$1500

Includes:

- One (1) 10' X 20' Tent with rope lighting
- Two (2) 8' Tables
- Four (4) Chairs
- Two (2) 110v/30 AMP Quad Box

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

COMMERCIAL/CORPORATE BOOTH SPACE REQUESTS:

DESCRIPTION	YES or NO	QTY NEEDED	FW4 FEES TO VENDOR
Booth Space 10'X10'			\$1000 each 10'X10' location – See what is included above
Booth Space 10'X20'			\$1500 each 10'X20' location – See what is included above
Are you using your Company Branded Tent instead of using a Festival Standard Tent?			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.
Additional Festival Tents (10'x10')			Additional are \$125 each if needed with 10' X 20' Booth Space purchase
Additional Tables			(ONE INCLUDED WITH EACH 10'X10' BOOTH SPACE) Additional are \$10.00 each
Additional Chairs			(TWO INCLUDED WITH EACH 10'X10' BOOTH SPACE) Additional are \$2.00 each
Additional Power - 110v/30AMP Quad Box			(ONE INCLUDED WITH EACH 10'X10' BOOTH SPACE) Additional are \$75.00 each

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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, 2020 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
- **Vendors MUST wait until the "All Clear" from Police or Event Staff in order to bring their vehicle back into the festival for load out. NO EXCEPTIONS WILL BE MADE!**

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

_____ TRWD 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 - \$1,000,000 per occurrence, \$2,000,000 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 named as additional insured

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

Tarrant Regional Water District, Attn. Risk Management 804 E Northside Drive,
 Fort Worth, TX 76102

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

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