



## The Great Texas Mosquito Festival July 29<sup>th</sup>, 30<sup>th</sup>, 31<sup>st</sup>, 2010

### Vendor Guidelines

This is a list of general information and guidelines for all Booth Vendors for the 30<sup>th</sup> Annual Great Texas Mosquito Festival. **YOU MUST HAVE SIGNED CONTRACT, RELEASE FORM, INVENTORY LIST AND BOOTH FEES RETURNED BY \_\_\_\_\_.** **If the contract, photo of booth layout and payment has not been returned by this date, your particular product(s), etc., will be given to the next vendor on our mailing list. The festival reserves the right to limit the number of vendors selling particular products and or food items. Vendors with similar items will be limited to ensure variety and undue competition. Your vendor fee will be based on space needs and number of main food items sold. A booth space may only sell one main food item, unless you pay for multiple main food items.**

#### Special Features

1. Website listing on [www.mosquitofestival.com](http://www.mosquitofestival.com) ----- Automatic / Free of charge
2. 20 – 30 word bio to accompany your listing, ----- \$25.00  
Including a photo of your choice, and a link to your website should you have one.  
(You must supply bio & non-returnable photo)

*If you wish to include a special feature in you vendor package, please include the additional fee(s) when you send in your contract.*

#### Booth Fees:

Payable to the City of Clute in the form of a cashier's check, money order or cash.  
**NO PERSONAL CHECKS WILL BE ACCEPTED.** Please do not send cash through the mail.

#### Food Booths:

Food vendors are required to have a current year Food Safety Certificate issued by the State of Texas.

#### Booth size and fees:

- 10' (Serve / Customer Frontage) Wide x 15' Deep \$150.00 – see attached diagram
- 20' (Serve / Customer Frontage) Wide x 15' Deep \$225.00 – see attached diagram
- 30' (Serve / Customer Frontage) Wide x 15' Deep \$300.00 – see attached diagram

**\*\* Each additional main food item equals additional \$100.00 vendor fee.**

**\*Please note: If your booth area is larger than our standard size, you must rent additional space. ( \$10.00 per square foot if space is available) Your booth must fit inside the area you have paid for. NO EXCEPTIONS! Your Tent Poles, Stakes, Trailer Hitches or Tongues, Etc. must fit completely within the booth size you have paid for. This includes trailer side windows.**

PLEASE INCLUDE A PHOTO OF YOUR BOOTH LAYOUT WITH YOUR COMPLETED APPLICATION AND FEE.

THIS PHOTO CAN BE SUBMITTED ELECTRONICALLY VIA EMAIL, BUT MUST BE RECEIVED AND APPROVED BEFORE YOUR CONTRACT WILL BE ACCEPTED.

**Check-in / Load-in dates & times:** Wednesday, July 28<sup>th</sup>, 2010 1:00 p.m. - 7:00 p.m.  
Thursday, July 29<sup>th</sup>, 2010 8:00 a.m. - 3:30 p.m.

*\*Please note: Security will not be provided until 5:00 p.m. on Thursday, July 29<sup>th</sup>. Vendors must use the Marion St. gate only. All booth spaces will be assigned. All booths must be completely moved in by 3:30 p.m. and set up by 4:00 p.m. on Thursday, July 29. Late arrivals must drop off supplies at Marion Gate, and carry their supplies in. Previous booth locations are not guaranteed. All vehicles, without a parking sticker, must be removed from inside the festival grounds by 4:00 p.m., Thursday & Friday and 7:30 a.m. on Saturday. All vehicles must be properly parked in designated parking areas, not pulled up next to your booth space.*

**\*\*CARS WITHOUT APPROPRIATE PARKING STICKERS – MAY BE TOWED\*\***

**Festival Location:** Clute Municipal Park – Located at 100 Parkview Drive, Clute, TX 77531. The Marion Street Entrance for vendors is located at 352 W. Marion St., Clute, TX 77531. This is an outdoor show, all booths will be located on grass or sand in the park.

**Festival Hours:** Thursday – July 29<sup>th</sup> and Friday July 30<sup>th</sup> the gates open at 5:00 pm and close at midnight.  
Saturday – July 31<sup>st</sup> the gates open at 9:00 am and close at 1:00 am on Sunday August 1.

**Mandatory Vendors Meeting:** One Vendor Representative is required to attend a meeting under the pavilion on Thursday, July 29<sup>th</sup> at 4:00 p.m. The purpose of this meeting is to go over necessary guidelines, and to answer any questions you may have.

**Booth Services:**

1. **Power provided will be (1) duplex plug, 110-volt outlet of 20 amp capacity per booth space.**  
*\*Please note: If your electrical requirements exceed the above, you must use propane. External generators will be allowed ONLY upon approval from the SWAT Team. You must receive approval by the SWAT Team before your booth application will be accepted. Propane is encouraged, if you are compatible.*

**RV or Camping**

2. There is no parking inside the festival grounds for trailers. NO EXCEPTIONS!
3. **Vendor Parking Passes** will be sold to the first 50 paid booths. Passes are \$30.00 for the 3 days. These vehicles will be allowed to park inside the festival grounds, but will not be allowed to drive to the booth until 12:30 a.m. on Friday and Saturday, and 1:30 a.m. on Sunday. Vendors will be allowed to park on the east and south side of the park. This parking pass will allow vendors to enter and exit the festival grounds during operating hours. Only one parking pass will be sold to each vendor. Parking passes will be issued at Check-In. Passes will NOT be mailed. All other parking is outside the festival grounds. Enter only through Marion Gate. ANY VEHICLE PARKED INSIDE THE GROUNDS OF THE FESTIVAL, WHICH IS NOT PROPERLY PARKED AND / OR DOES NOT HAVE A CURRENT PARKING PASS – MAY BE TOWED AT THE OWNER’S EXPENSE – WITH NO FURTHER NOTICE.
4. Security will be provided by the festival from 5:00 p.m. Thursday, July 29<sup>th</sup>, through 8:00 a.m. on Sunday August 1<sup>st</sup>. However, the festival is not responsible for your booth or its contents.
5. **Vendor Armbands will be provided to (4) workers per booth. Additional armbands may be purchased for \$15.00/armband before the festival with a limit of 4 additional armbands. At the time of check-in, vendors will be issued their worker armbands. NO ARMBANDS WILL BE MAILED.** *\*Please note: Armbands must be worn properly, meaning that they cannot be slipped over your wrist, no tape, etc. Armbands can not be passed from worker to worker. All improperly worn armbands will be taken up at the admission gate and the person will be denied entry.*
6. Solicitation on the festival grounds will only be allowed for valid vendors. Outside solicitation will not be allowed and will result in removal from the Festival Grounds. All sales must take place within your vendor booth space, unless you have received prior approval.
7. No Vehicles will be allowed at your booth unless they are part of your display / booth. The vehicle must remain at said site during festival hours.

- Booth Requirements:**
1. 2 lb. ABC (Multi-Purpose) Fire Extinguisher
  2. Food Booths must comply with current guidelines for food handling and have a current Texas Food Safety Certificate. (See attached City of Clute Code Enforcement Dept. Guidelines for Food Handling at Temporary Events.)
  3. Signage – Stenciled or professionally painted
- IMPORTANT:**
4. **Only heavy duty, 100 ft., #12 extension cords, (grounded plugs) are allowed to be used. If you do not have this type of extension cord, you will not be allowed to plug in. These extension cords will be available for purchase from the festival electrician. Please identify your cord by marking or tagging it at the male end of the plug.**
  5. **Must COMPLETELY fit inside your booth area .**
  6. Each booth is individually responsible for sales tax requirements.
  7. **Health permit** through the City Code Enforcement office for all food booths **(\$20.00 per booth).**
  8. Please dispose of your own trash in the dumpsters which are located in the back and front of the park. **DO NOT** use the trash barrels which are provided for festival patrons.
  9. All workers must have an armband or pay daily admission fees in order to come through the gates. ***\*Please Note: Armbands are not transferable to anyone else! NO EXCEPTIONS!***

### **Important Information:**

**Please Note:** The carnival will be allowed to sell the following items in the carnival area: Hot dogs, corn dogs, hamburgers, sausage on a stick, funnel cakes and carbonated beverages. The carnival also has exclusive rights to sell cotton candy, candy apples, regular popcorn and regular snow cones.

1. Only a limited number of designated vendors may sell sand art or do any type of face painting.
2. Only a limited number of designated vendors may sell lemonade, carbonated drinks and frozen drinks.. This means any type of lemonade or carbonated drinks. Contracts will be clearly marked if you have the exclusive right to sell lemonade or carbonated drinks. **Only a limited number of vendors can sell “light up” toys and miscellaneous “light up” items.** These exclusive booth spaces will be awarded by the GTMF Executive SWAT Team members.
3. Any item that is for personal use must be out of sight of customers!!
4. Items not allowed in booth include but are not limited to: Throwing stars, martial arts weapons, brass knuckles, roach clips, snap’n pops, and knives of any sort, drug paraphernalia of any kind, crazy string, counterfeit merchandise, water weenies or potato guns will not be tolerated. If any item is questionable, please contact the Great Texas Mosquito Festival at 979-265-8392 or 800-371-2971. **The Great Texas Mosquito Festival does reserve the right to limit or restrict the sale of certain items.**

Replenishment of stock is the sole responsibility of the vendor and should be done before gate closing as listed below:

Thursday & Friday	Gates open	8:30 am	Gates close	3:30 pm
Saturday	Gates open	6:00 am	Gates close	7:30 am

**All vendors must use the Marion Street gate only! All vehicles, without a parking pass, must be removed from the festival grounds by 3:30 p.m. Thursday and Friday and 7:30 a.m. on Saturday. Any vendor found in violation will result in possible removal of booth from festival grounds at committee discretion.**

If you need to replenish your stock during the Festival hours, you may drive inside the Marion Street gate and drop off your supplies behind the ticket booth in the assigned area. Immediately remove the vehicle before taking the supplies to your booth. We are not responsible for your supplies. There will be **NO EXCEPTIONS!** **YOU MAY NOT TAKE YOUR VEHICLE TO YOUR BOOTH DURING THE FESTIVAL HOURS.** Vehicles without a parking pass are not allowed to park inside the festival grounds. **SEE ITEM 3 UNDER BOOTH SERVICES**

5. No beer cans, bottles, liquor or wine bottles are allowed on the festival grounds. Any vendor found in violation will be shut down immediately and the booth will be removed from the festival grounds at the close of the festival evening on which the violation has occurred.
6. Booth clean up is the sole responsibility of the vendor. **Each vendor must properly dispose of their trash in the DUMPSTERS located at the front and rear of the grounds on a daily basis. Trash barrels located throughout the park grounds are for festival patrons and are not for vendor trash. Festival clean-up crews are not responsible for disposing of vendor trash.** If it is determined that you used any undesignated trash cans and / or left any litter in your booth space you will not be sent a contract for the following festival year. All booth litter must be removed from the Festival Grounds no later than 1:00 p.m. Sunday August 1<sup>st</sup>. Any items left will be disposed of. Security is not provided after 8:00 a.m. on August 1<sup>st</sup>.
7. **DECISIONS OF THE FESTIVAL COMMITTEE ARE FINAL!**

**Inquires:** GREAT TEXAS MOSQUITO FESTIVAL  
P.O. Box 997  
Clute, Texas 77531  
(979) 265-8392 or 1-800-371-2971  
[buzz@mosquitofestival.com](mailto:buzz@mosquitofestival.com)

**NOTICE:** All vendors are responsible for this information. By signing your application, you are indicating you have read and agree to all rules and regulations set forth in this document. **There will be no excuses, exceptions or refunds to those that do not follow these rules.**

FOR MORE INFORMATION PLEASE VISIT OUR WEBSITE : [www.mosquitofestival.com](http://www.mosquitofestival.com) or [www.GoClute.com](http://www.GoClute.com)

**Notice:** If you pay for a booth space and do not attend the festival, you will be taken off the mailing list for the following year and no refunds will be given. **THERE ARE NO EXCEPTIONS!**

### **NEW FOR 2010 – GUIDELINES FOR FOOD HANDLING AT TEMPORARY EVENTS**

- Item 1 Each physically separated stand or booth requires a current Food Safety Certificate issued by the State of Texas.
- Item 2 Ice used for consumption must be from an approved source. Ice shall be held in bags until used and dispensed properly.
- Item 3 Food contact surfaces of equipment shall be protected from contamination.
- Item 4 Provide only single-service articles for customer's use.
- Item 5 Provide potable water for cleaning and sanitizing utensils. Provide a heating facility capable of producing hot water. Use three (3) containers (plastic buckets, plastic food containers, etc.) for WASHING, RINSING AND SANITIZING. The wash bucket/container will have soap and water; the rinse bucket/container will have clean water and the sanitize bucket/container will have water and sanitizer.
- Item 6 Do not store any food in contact with water / undrained ice.
- Item 7 Dispose of all liquid and solid waste properly – not at your booth site.
- Item 8 Provide cleanable floors in Booth Area and service areas – (light wood, tarp, card board, etc.)
- Item 9 Provide a ceiling in food preparation and service areas (wood, canvas or other material that protects the interior of the establishment from the weather and other agents.)