



Fall Festival Vendor Application Form

EVENT DATE: Saturday, November 3, 2018

VENDOR SETUP TIME: 8am – 10am

EVENT TIME: 10am – 4pm (NO EARLY TEAR DOWN)

- \$25 indoor space – Tonkawa Room (no table, no electricity)
- \$35 indoor space – Tonkawa Room (with table, no electricity)
- \$40 indoor space – Tonkawa Room (with table & electricity)
 - \$20 outdoor space (no table, no electricity)
 - \$30 outdoor space (with electricity, no table)
 - \$40 outdoor space (with electricity & table)

Completed form & payment due by October 27, 2018

Business Name: _____

Contact Person: _____

Mailing Address: _____ **State:** _____ **Zip:** _____

Email: _____

Business Phone: _____ **Cell:** _____

Website: _____ **FB Site:** _____

Alternate Contact Person & Phone: _____

Detailed Description of Product/Service being sold:

POA of HILLTOP LAKES, INC. VENDOR RULES & REGULATIONS:

1. My application is not valid without approval from POA of Hilltop Lakes, Inc., and full payment.
2. I understand that locations will be assigned according to date of application, date of event, power availability, crowd control needs, and product being sold.
3. I agree to the set-up and break-down times for my area.
4. I understand that there will be no ice provided.
5. I understand that it is my responsibility to adhere to all Health and Fire Department regulations related to booth setup and proper food preparation/service. If not, I understand that the Health and Fire Department can close the operations of my booth and I will forfeit all fees paid under this agreement. Each vendor is responsible for obtaining a permit from the Health Department at least one week prior to the event and for complying with all the rules.
6. Submit Insurance Liability Certificate with application
7. Food Truck Vendors MUST dispose of all waste water, and fats and oils in proper containers and be responsible for removing these containers completely from Hilltop Lakes property.
8. No alcoholic beverages can be sold or given away out of your booth at any time.
9. All Vendors will bring their own trash bags and trash containers and will take their own trash and bagged trash. Vendor agrees to remove all materials, equipment and debris from the festival property at the conclusion of the event.
10. All tents must be firmly secured in case of wind. A system such as buckets filled with concrete may be used. You are prohibited from driving any nails or stakes into the pavement to anchor your tent.
11. Vendors are responsible for booth setup.
12. No vehicles will be allowed in the festival/event area later than one hour prior to festival start time or one-half hour after festival closing time. There is a limit of one vehicle per vendor space during load-in.
13. Vendors are responsible for the protection of their food and their food preparation items from rain.
14. We reserve the right to limit the number and type of food items that you may sell.
15. Vendors are responsible for providing their own tables, chairs, and heavy duty extension cords (if they elect to purchase the optional electrical service).
16. This is a smoke and tobacco free event/fair.
17. No glass bottles allowed.
18. Vendor application fees are non-refundable.
19. Booth space with electrical access is available upon request for an additional fee, and is based on a first-come, first-served basis.
20. Exhibitors are not allowed to bring their pets to fair/event.

DISCLAIMER:

Event(s) will be held rain or shine to the best abilities of the POA of Hilltop Lakes, Inc. POA of Hilltop Lakes, Inc. makes no representation as the number of potential event attendees and assumes no liability for any financial loss due to vendor's operation at the event.

INDEMNITY:

VENDOR SHALL PROTEST, DEFEND, INDEMNIFY AND HOLD THE POA OF HILLTOP LAKES, INC. AND ALL THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS, THE EVENT SPONSORS AND THEIR AFFILIATES FREE AND HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, CAUSES OF ACTION, SUITS OR OTHER LITIGATION (INCLUDING ALL COSTS THEREOF AND ATTORNEY'S FEES) OF EVERY KIND AND CHARACTER ARISING AGAINST THE POA OF HILLTOP LAKES, INC. AND ALL THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS, THE EVENT SPONSORS AND THEIR AFFILIATES OR ANY THIRD PARTY (INCLUDING BUT NOT LIMITED TO, PERSONNEL FURNISHED BY VENDOR OR ITS VENDORS AND SUBCONTRACTORS OF ANY TIER) ON ACCOUNT OF BODILY INJURY (INCLUDING DEATH) OR DAMAGE TO OR LOSS OR PROPERTY IS CAUSED BY THE NEGLIGENCE, GROSS NEGLIGENCE, WILLFUL ACTS OR CONDUCT AND/OR STRICT LIABILITY OF VENDOR, ITS VENDORS OR SUBCONTRACTORS OR ANY OF THEIR RESPECTIVE OFFICERS, DIRECTORS OR EMPLOYEES, OR ANYONE OR MORE OF THEM IN CONNECTION WITH THE EVENT.

I have read and agree to the contents of the POA OF HILLTOP LAKES, INC.'s food vendor information that has been provided.

Vendor Signature

Printed Name

Date

Mail or email your application form to (keep a copy for your records!):

Mail: POA of Hilltop Lakes, Activities Dept., PO Box 1242, Hilltop Lakes, TX 77871

Email: Activities@HilltopLakes.com

Mail Check to: Hilltop Lakes, PO Box 1242, Hilltop Lakes, TX 77871

For Office Use: Application Approved Not Approved

Official Signature: _____ Date: _____

Office Use Only: Paid: Yes or No; Check # _____ Cash _____