



2024 Food Vendor 's INFORMATION PACKET

RULES & REGULATIONS

Details:

Event Date: November 9th, 2024

EVENT LOCATION:

Mac McGaffey Highland Bayou Park. 1991 Getty Rd LaMarque, Texas

of Food Vendors Available: 5

- Food Vendor spots are \$150 for one spot and \$300 for a double space.
 - Food Tents are a 20x20 Space
 - Food Trucks spaces Extend to 2' past the end of your food truck and enough space to fit a 10x10 tent behind.
- Each food vendor registration will include two (2) wristbands (2) parking passes.
- Payment is Due at Time of Registration.
- Deadline to register for the food vendor area is October 26th, 2024.
- The Event may have up to 1 duplicate cuisine type and the locations will be separate. Registration Is First Come First Registered and Paid.
- Location of the Food Vendor spot will be chosen by event staff.
- Food Truck/tent must be 100% self-contained.
- Vendors must have a Galveston County Health District permit and from the City of La Marque Fire Department.
- No subleasing of booths is allowed. Sharing of booth space with another business is strictly prohibited.
- Vendors must supply their own equipment.
 - Event does not provide tents, tables, chairs, electrical, etc.
- Space number signs should remain visible at all times.
- Exterior décor and interaction with the public must be appropriate for viewing by a public audience of all ages and may not consist of material having a political, religious, discriminatory, or lewd nature.

- All sales and solicitation must take place within your booth space or the area immediately in front.
- Those attending or participating in the event are required to wear family friendly and appropriate clothing at all times. (No one will be admitted without shorts, shoes or shirts)
 - Excessively loud music, horns, air horns, etc. are strictly prohibited.
 - Holes, dug pits, or open flames in boxes are not permitted.
 - Pets outside of Service animals are prohibited at the event. Any service animal must have clearly visible identification. Vendors must clean up after their animals and dispose of pet waste appropriately.
 - BTR Caring For Kids Foundation will not be responsible for any injury caused by or to an animal or person.
 - It is the vendor's responsibility to adhere to city and state tax guidelines in the collection and payment of sales tax.
 - Special Events General Liability policy will be effective to insure the event. If vendors desire their own coverage, they are to consult with their insurance agent.
 - BTR Caring For Kids Foundation will not be responsible for theft or damage.
 - Vendors must commit to staying for the full duration of the event and will not start tear down of their booth before the event has concluded or an official vendor coordinator has given permission.
 - BTR Caring For Kids Foundation reserves the right to make additional changes to the rules and regulations.
 - Violation of any Rules or Regulations in this document are grounds for expulsion without refund.
 - BTR Caring For Kids Foundation reserves the right to refuse to rent a space or spaces to a vendor for one or more years if the Foundation has previously adjudged the vendor to be in violation of a state law, city ordinance, festival rule or other conduct deemed by the board to be contrary to good order and discipline or the family nature of the Foundations activities. The decision of the Foundation will be final as to all judgements resulting in a refusal to rent. A vendor under a different name will be deemed to be the same vendor as was refused rental if it has the same owner as the vendor being refused.

SETUP/TEARDOWN

- Setup can begin on Friday at 12 noon or Saturday at 7 AM
 - Friday Roll-In must be complete by 9 PM on Friday November 8th, 2024
 - Public gates are open 11 AM-8 PM on Saturday
- It is the responsibility of each vendor to get their tent located correctly. Please contact a vendor team representative to ensure proper location of your space upon arrival. If a truck/tent is set up outside a vendor's allocated space, the vendor bears all responsibility to ensure correction of tent placement.
- No hay, straw, shavings or similar combustible materials are allowed.
- Tear down for Food Vendors is on Saturday after 10:00 PM or Sunday starting at 8:00 AM and must be completed by noon.
- Each vendor is responsible for fully cleaning their entire booth space(s).
- BTR Caring For Kids Foundation IS NOT RESPONSIBLE FOR CLEAN UP OF SPACES.
 - If a space is not clean at the end of the event, the vendor is subject to exclusion from the 2025 and/or subsequent year's events.
- Each vendor with water required must furnish their own drain line and water overflow must be drained into a concealed container.
 - Disbursement of drain water is the vendor's responsibility.

- Under no circumstances may drain water be drained into adjoining vendor's booths.

Traffic

- One vehicle with small trailer access is allowed inside the gates during these times ONLY:
 - Friday November 8th, 2024, starting at 12:00 PM and all food vendors must be checked-in, unloaded and vehicles moved by 9 Pm. Vendors must move their vehicle so that it is not impeding other vendors and teams after unloading.
 - Saturday November 9th, 2024, starting at 7:00 AM and all vendors must be checked-in, unloaded and cars moved by 10:00 AM. Vendors must move their vehicle once unloaded prior to beginning setup.
 - Sunday November 10th, 2024, at 8:00 AM. We will open the park back up for food vendors to tear down, tear down must be completed by Noon.
- We suggest a dolly be used for items if needed from parking areas outside of times listed above.
- Vendor parking areas will be communicated the week of the event.
- Vehicles left inside event gates after designated times will be removed by a wrecker at the owner's expense.
- Under no circumstances will any vendor be allowed to use: golf carts, motor vehicles, carts, bicycles, roller skates, skate boards, scooters, segways, remote-controlled toys, drones, motorized coolers or any type of transportation, with the exception of wheelchairs for handicapped individuals. Use of any of the above-mentioned items would justify vendor disqualification.
- Props, trailers, tents, covering or any other part of vendor's equipment must not exceed the boundaries of the assigned space.
- Vendors may not extend, under any circumstances, into any utility alleys created between, behind or beside booth spaces. All power alleys and easements must be always left clear and open, including during move in.

Other

- No bands, music, or entertainment shall interfere with the event's scheduled line-up.
- Any vendor having inappropriate entertainment, contests, sales, raffles, etc. may be asked to leave.
- The various logos of the BTR Caring For Kids Foundation are registered trademarks and copyrighted. They can NOT be used under any circumstances without prior written permission.
- Vendor Wristbands cannot be resold and are to be used for the use of vendor staff. Vendor Wristbands do not get you into "VIP" areas.
- Security will be provided during gate open times.
 - Any vendor requiring additional security is advised to hire their own private security. 24-hour security for vendors will NOT be provided by BTR Caring For Kids Foundation.
- Vendors have the option to provide their own secured containment if necessary.
- No refunds of any kind will be given, due to any cancellation beyond our control.

Safety

- All emergencies should be reported to Safety and Emergency Personnel onsite. If necessary, call 911.
- Severe Weather Plan will be monitored and communicated by Safety and Emergency Personnel.
- First Aid locations will be available and communicated for exact location.
- Whisper-quiet type generators are allowed. Event staff will pre-approve all generators.
- Each vendor who utilizes a diesel generator, electrical hook-up or propane tank shall have a 5lb multipurpose ABC or BC fire extinguisher readily available. Any use of a fryer will require a Type "K" extinguisher in addition to the ABC extinguisher.
 - Fire extinguishers must be inspected and tagged (within the past year) by a fire equipment company in the State of Texas or must have a purchase receipt for the extinguisher(s).
- Vendors must abide by all local and state regulations from the Fire Marshal.
- Trash cans/dumpsters will be provided.





2024 Retail Vendor 's INFORMATION PACKET RULES & REGULATIONS

Details

Event Date: November 9th, 2024

EVENT LOCATION: Mac McGaffey Highland Bayou Park.

- Vendor spots are on an increasing pay scale depending on registration date and size. Please refer to the vendor application on Zeffy for the exact amount.
- There will be a maximum of 115 Retail vendors.
 - o This does not include food vendors and food trucks.
- No food or beverages are allowed to be sold by retail vendors. Contact vendors.btrcajunthrowdown@gmail.com for additional options.
- Deadline to register for the vendor booth is 15 days prior to the event.
- Each vendor registration will include two (2) tasting wristbands and two (2) parking passes. • Location of the vendor booth will be chosen by event staff.
- Booths will be 10x10, 10x20, 10x30.
- No subleasing of booths is allowed. Sharing of booth space with another business is strictly prohibited.
- Vendors must supply their own equipment.
- Event does not provide tents, tables, chairs, electrical, etc.
- We reserve the right to limit the number of vendors with similar products.
- Only 1 (One) Direct Sales Vendor Per Company at The Festival.
- Registration Is First Come First Register and Pay.
- Types of merchandise sold must be included in the application and will be reviewed by the festival.
- Space number signs should remain visible at all times.
- Vendors may not sell drug paraphernalia, guns, fireworks, weapons, or apparel displaying profanity or sexually explicit items.
- Exterior décor and interaction with the public must be appropriate for viewing by a public audience of all ages and may not consist of material having a political, religious, discriminatory, or lewd nature.
- All materials are subject to search.
- All sales and solicitation must take place within your booth space or the area immediately in front.
- Those attending or participating in the event are required to wear family friendly and

appropriate clothing at all times. (No one will be admitted without shorts, shoes or shirts)

- Excessively loud music, horns, air horns, etc. are strictly prohibited.
- Holes, dug pits, or open flames in boxes are not permitted.
- Pets outside of Service animals are prohibited at the event. Any service animal must have clearly visible identification. Vendors must clean up after their animals and dispose of pet waste appropriately.
- BTR Caring For Kids Foundation will not be responsible for any injury caused by or to an animal or person.
- It is the vendor's responsibility to adhere to city and state tax guidelines in the collection and payment of sales tax.
- Special Events General Liability policy will be effective to insure the event. If vendors desire their own coverage, they are to consult with their insurance agent.
- BTR Caring For Kids Foundation will not be responsible for theft or damage.
- Vendors must commit to staying for the full duration of the event and will not start tear down of their booth before the event has concluded or an official vendor coordinator has given permission.
- BTR Caring For Kids Foundation reserves the right to make additional changes to the rules and regulations.
- Violation of any Rules or Regulations in this document are grounds for expulsion without refund.
- BTR Caring For Kids Foundation reserves the right to refuse to rent a space or spaces to a vendor for one or more years if the Throwdown has previously adjudged the vendor to be in violation of a state law, city ordinance, festival rule or other conduct deemed by the board to be contrary to good order and discipline or the family nature of the Throwdown's activities. The decision of the Throwdown will be final as to all judgements resulting in a refusal to rent. A vendor under a different name will be deemed to be the same vendor as was refused rental if it has the same owner as the vendor being refused.

SETUP/TEARDOWN

- Public gates are open from 11am-8pm on Saturday
 - Booths Setup will be Saturday November 9th, 2024, at 6:00 AM and all vendors must be checked-in, unloaded and cars moved by 8:00 AM.
 - It is the responsibility of each vendor to get their tent located correctly and a vendor representative must be present while a tent is being erected. If a tent is set up outside a vendor's allocated space, the vendor bears all responsibility to ensure correction of tent placement.
 - Personal "pop up tents" will be allowed.
 - All tents must have weights weighing 30lbs on each leg.
 - All tents must have proper tie downs for each tent leg to weights.
 - No hay, straw, shavings or similar combustible materials are allowed.
 - Tear down can begin on Saturday November 9th at 8pm and must be completed by Midnight. Cars are not permitted inside the vendor area until guests have completely cleared the vendor area. A member of the Vendor team will announce when it is clear to bring in cars. Vendors are permitted to bring a cart and cart off booth set up before all guests have cleared the vendor area after 9pm.
- Once all guests have cleared the vendor area, vendors are allowed to move cars in only once their booth is completely torn down. Booths should be completely torn down prior to cars being

brought in so as to not block other vendors as they exit the premises. This helps the flow of traffic, and everyone gets out of the event smoothly and efficiently.

- Each vendor is responsible for fully cleaning their entire booth space(s). BTR CARING FOR KIDS

FOUNDATION IS NOT RESPONSIBLE FOR CLEAN UP OF SPACES.

- If a space is not clean at the end of the event, the vendor is subject to exclusion from the 2025 and/or subsequent year's events.

- Before leaving the property, you must have BTR Staff inspect your booth area. This will be done between 9pm to Midnight.

Traffic

- One vehicle with small trailer access is allowed inside the gates during these times

ONLY:

- Saturday November 9th, 2024, starting at 6:00 AM and all vendors must be checked-in, unloaded and cars moved by 8:00 AM. Vendors must move their vehicle once unloaded prior to beginning setup.

- Saturday November 9th, 2024, at 9pm only if all guests have cleared the vendor area and a member of the Vendor Team has given permission.

- We suggest a dolly be used for items if needed from parking areas outside of times listed above.

- Vendor parking areas will be communicated the week of the event.

- Vehicles left inside event gates after designated times will be removed by a wrecker at the owner's expense.

- Under no circumstances will any vendor be allowed to use, I.E: golf carts, motor vehicles, carts,

bicycles, roller skates, skateboards, scooters, segways, remote-controlled toys, drones, motorized coolers or any type of transportation, with the exception of wheelchairs for handicapped

individuals. Use of any of the above-mentioned items would justify vendor disqualification.

Props, trailers, tents, covering or any other part of vendor's equipment must not exceed the boundaries of the assigned space.

- Vendors may not extend, under any circumstances, into any utility alleys created between, behind or beside booth spaces. All power alleys and easements must be left clear and open at all times, including during move in.

Other

- No bands, music, or entertainment shall interfere with the event's scheduled line-up. • Any vendor

having inappropriate entertainment, contests, sales, raffles, etc. may be asked to leave. • The various logos of the BTR Caring For Kids Foundation are registered trademarks and copyrighted. They

can NOT be used under any circumstances without prior written permission. • Vendor "VIP" tickets

cannot be sold and do not include gate admission.

- Security will be provided during gate open times.

- Any vendor requiring additional security is advised to hire their own private security. 24-hour security for vendors will NOT be provided by BTR Caring For Kids Foundation.

- Vendors have the option to provide their own secured containment if necessary.

- No refunds of any kind will be given back, due to any cancellation beyond our control.

Safety

- All emergencies should be reported to Safety and Emergency Personnel onsite. If necessary, call 911.
- Severe Weather Plan will be monitored and communicated by Safety and Emergency Personnel.
- First Aid locations will be available and communicated for exact location.
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- Fire extinguishers must be inspected and tagged (within the past year) by a fire equipment company in the State of Texas (see attached Fire Marshal's checklist), or must have a purchase receipt for the extinguisher(s).
- Vendors must abide by all local and state regulations from the Fire Marshal.
- Trash cans/dumpsters will be provided.

