



San Benito Hog Waddle Country Concert & Cook Off VENDOR REGISTRATION FORM

Saturday, May 19, 2018, San Benito Fairgrounds – 551 Cesar Gonzalez Parkway
****DUE BY FRIDAY, MAY 11TH AT 3 PM****

Vendor/Business Name: _____

Contact Person _____ Contact No. _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Email: _____

Type of Vendor & Description: Please indicate type and provide a description. Provide photos if possible.

- Business/Information (\$160)
- Food (\$225 per food item)
- Activity (\$225)
- Arts/Crafts (\$160)
- Service (\$250)
- Large Ride/Carnival (\$500)

I will be needing electricity for my booth (\$25 per plug) YES NO

Make checks payable to: CITY OF SAN BENITO / HOG WADDLE

Submit applications with payment to: City of San Benito, 401 N. Sam Houston Blvd., San Benito, TX 78586

***\$30 fee will be assessed on any returned checks (payable in cash only)**

Please provide a detailed description of your product(s)/services and include a photo, if possible.

PLEASE ATTACH A COPY OF INSURANCE AND BUSINESS TAX ID WITH THIS APPLICATION.

Waiver: The San Benito Hog Waddle Country Concert & Cook Off reserves the right to refuse any vendor application, should this occur the fee will be refunded. The Vendor shall defend, save and hold harmless The City of San Benito & Kool River Entertainment, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths are not insured by The City of San Benito, or any sponsoring agents. Exhibitors must make provisions for safeguarding their goods. Exhibitor must have replacement cost insurance for all personal property. Exhibitor assumes full liability for protecting, care and maintenance of exhibitor’s property. No refunds will be issued, even in the event of a cancelled event due to weather or other act of God, or who do not show up, or to those who show up late. **ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.**

Please sign to acknowledge that you have read all of the information, rules and regulations and agree to be bound by this agreement.

Name (print)

Signature

Date



Hog Waddle Country Concert & Cook-Off **City of San Benito and Kool River Media & Entertainment (SBEM)**

Saturday, May 19, 2018, 12:00 p.m. to 12:00 a.m.
San Benito Fairgrounds – 551 Cesar Gonzalez, San Benito, TX

Special Events Rules and Regulations

Fees Structure

Type	Size of Booth	Fee	*General Liability Insurance
Service Booth	10 ft x 10 ft	\$250	\$500,000
Food Booth	8 ft x 8 ft	\$225 per food/activity item	Food \$500,000 Activity
Activity Booth	8 ft x 8 ft (if applicable)		\$1,000,000
Arts/Crafts Booth	10 ft x 10 ft	\$160	\$100,000
Information Booth	10 ft x 10 ft	\$160	\$100,000
Large Rides/Carnivals	N/A	\$500	\$2.5 Million

****Must name the City of San Benito and Kool River Media and Entertainment as additionally insured.***

Vendor Rules and Regulations

1. Designated booths with signage will be provided to all vendors. Pop-up Tents are prohibited. Tables, chairs, and extension cords are not provided by San Benito Event Management (SBEM).
2. Electricity is limited and will be assigned on a 'first come, first serve' basis according to when application for the festival/event is received and accepted. **Cost for electricity is \$25.00 per plug.**
3. Electrical outlets are numbered and vendors will be assigned a number for their booth. Vendors are not allowed to share electrical outlets; this is a safety compliance issue. Electrical appliances, such as heaters, will not be allowed in the booth
4. All vendors and staff must be at least 17 years.
5. Consumption and/or possession of alcoholic beverages by vendors and/or workers is prohibited. Vendors will be held responsible for any violations.
6. All booths must be maintained with a professional appearance, and will display professional signage which identifies the business/organization (provided by SBEM). SBEM reserves the right to remove any additional unapproved signage. Example: "Sale" and "Mark Down," etc. signage is not allowed. **There are no exceptions!**
7. **All vendors MUST** possess a current Business License with Tax ID and Food Handlers Permit (if applicable). Vendors must also provide SBEM with a general liability certificate of insurance, naming the **City of San Benito and Kool River Media & Entertainment** as additionally insured.

8. All vendors must submit a copy of their Business Tax ID and possess it the day of the event.
9. All food vendors **MUST** submit “**Temporary and Special Event Food Vendor Application**” with the City of San Benito. For more information, please contact the City of San Benito Parks and Recreation Department 956-361-3830.
10. All food vendors must have a Class ABC fire extinguisher on site.
11. No cooking oils or grease pans can be dumped into trashcans/dumpsters.
12. Only items indicated on the approved application may be sold at the event. Should vendors make changes to items to be sold without obtaining approval in advance shall result warnings up to removal from the event. No refunds will be issued.
13. **Vendors will have the opportunity to set up their booth on Friday, May 18 between 5 pm and 9 pm. Set up time on Saturday, May 19 begins at 8 am until 12 pm.** Area will be secure overnight, however, it is the vendor’s responsibility to secure and insure their property. SBEM will not be held liable for any damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein. All booths must be completely set up at least one hour (by 11 am) before the event for inspections and all vehicles **MUST** be off the event property one hour (11 am) before event opening.
14. Vendors are required to stay within assigned and marked spaces. No microphone or PA speakers or systems allowed.
15. Vendors may not obstruct walkways with outreach, chairs, tables, signs, etc.
16. Vendors are responsible for cleaning their booth area during and at the close of the event.
17. The sponsors and organizers of this event may not be held liable for the failure to fulfill conditions under which the event is being produced; due to natural causes, act of God, or any other causes beyond the control of Kool River Media and the City of San Benito. Vendor agrees that the submission of application and Certificate of Insurance holds the City of San Benito and Kool River Media & Entertainment harmless.
18. SBEM reserves the right for placement of all booths and product. **Only completed and approved applications with all required documentation** will be considered for booth placement. **ALL BOOTH PLACEMENTS ARE FINAL!**
19. **NO REFUNDS** will be given to vendors who do not show up or are late for the festival/event.
20. No spaces will be held without full-payment and **completed and approved application, with all required documents.**
21. No applications will be accepted after one week prior to the festival/event, without certified funds. There will be a fee of \$30 for returned checks (to be paid in cash).
22. SBEM reserved the right to limit the number of duplicated merchandise or food product to ensure vendor success.

Contact Information:

For Food/Activity Booths; Service Booths, and Carnival Rides:

Art Garza, Parks and Recreation Department
956-361-3830 agarza@cityofsanbenito.com

For Arts/Crafts and Information Booths:

Luis Contreras, Museum Coordinator 956-361-3804
lcontreras@cityofsanbenito.com