



Mardi Gras Vendor Application 2017

Event Information:

- Where: Lake Dallas City Hall, 212 Main Street, Lake Dallas, TX 75065
- When: FRIDAY, February 24th, 5-9 pm
- Attendance: Approximately 1,000

Application Information:

- We reserve the right not to duplicate businesses promoting the same product or service. Space is reserved on a first-come, first-served basis.
- Cancellations must be submitted via email no less than 14 days prior to the event to qualify for a refund.
- All fees must be paid at the time you submit your application. Once your application is approved, it will serve as your contractual agreement to participate in the 2017 Lake Dallas Mardi Gras event.
- Food vendors will have product exclusivity
- A temporary health permit is required for all food vendors. (Permits are provided by the City of Lake Dallas.)
- **Application deadline is Wednesday, February 15th by 5:00 pm.**

Setup Information:

- Vendor set up is FRIDAY, February 24th from 2-4:30 pm. If you have a large vehicle or trailer to maneuver, please plan on arriving early.
- Vendors may drive into the City Hall parking lot to unload materials at their space but must park all vehicles in the parking lot to the west side of City Hall near Allsup's Convenience Store. No vehicles will be allowed in the venue after 4:30 pm.
- 110V Electricity will be provided if requested on application and connections still available.
- All materials must fit in assigned vendor space.
- Vendors are responsible for bringing tables, chairs, tents, extension cords, heaters, etc.
- Only whisper generators are allowed. The city reserves the right to turn off a generator if it is deemed too loud.
- Booths are located on pavement.
- Booths must have at least one person present at all times.
- Vendors must operate their space until the event is complete.
- Vendors are responsible for leaving their area in the condition that it was originally received in, i.e. removal of all debris such as boxes and trash.
- All food vendors must clearly display temporary health permit which will be passed out the day of the event.

Contact Information:

Lynn Hillis, Community Relations Manager

City of Lake Dallas

212 Main Street, Lake Dallas, TX 75065

lhillis@lakedallas.com

Office: 940-497-2226 x132

Cell: 817-403-5461

www.lakedallas.com/mardigras.html

Vendor Application 2017

Organization/Business: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Website (if applicable): _____

Email: _____

Electricity: _____ Yes _____ No If yes, select type of plug: _____ 110 Volt

Booth Space: _____ \$50 (10' x 10') Electrical Fee: _____ \$25 (limited availability)
_____ \$30 (10' x 10' Lake Dallas Resident/Business)
_____ \$75 (20' x 10')
_____ \$45 (20' x 10' Lake Dallas Resident/Business)

Food vendors must complete attached Temporary Health Permit Application and include payment of \$15.

Texas State Sales and Use Tax Permit Number: _____

Name on Permit: _____

It is the responsibility of the vendor to collect and report sales tax from the event. Vendors are required to have a Texas State Sales and Use Tax Permit clearly showing their tax ID number posted in the booth at all times.

Description of products/services being sold/promoted (pictures can be emailed to specialevents@lakedallas.com): _____

Submit application(s) and payment to: City of Lake Dallas
Attn: Lynn Hillis
212 Main Street, Lake Dallas, TX 75065

Receipt of application & payment will be confirmed via email. If paying via check or money order, please make payable to City of Lake Dallas. If paying with credit card, a 3% fee will be added. Cash must be paid in person.

Application deadline is Wednesday, February 15th by 5:00 pm.

FOR OFFICE USE ONLY

Approved: _____ Amount Paid: _____ Receipt Number: _____
Date: _____ Notes: _____
