



# 2010 Special Events

## Vendor Booth Prices:

### **Mardi Gras Celebration-Feb. 16th, 5-9 pm**

- Lake Cities Business-\$75 per 20' x 20', \$50 per 10' x 10'
- All other businesses-\$100 per 20' x 20', \$75 per 10' x 10'
- Set-up: 2-4:30 pm, Tear Down: 9 pm

### **Lake Cities 4th of July Celebration-July 3rd, 9 am - 10 pm**

- Lake Cities Business-\$100 per 20' x 20', \$75 per 10' x 10'
- All other businesses-\$125 per 20' x 20', \$85 per 10' x 10'
- Friday, July 2nd set-up: 3-6 pm
- July 3rd set-up: 6- 8:00 am, Tear Down: 9:45 pm

### **Waterfest at Willow Grove-September 11th and 12th**

- Lake Cities Business-\$100 per 20' x 20', \$75 per 10' x 10'
- All other businesses-\$135 per 20' x 20', \$85 per 10' x 10'
- Fees apply to entire weekend
- Set-up: 7-9:30 am, Tear Down: 6 pm (Sat & Sun)
- Event hours: 10 am-6 pm (Sat); 11 am-5 pm (Sun)

### **Halloween Celebration-Oct. 29th\*, 4-6 pm**

- Lake Cities Business-\$50 per vendor
- All other businesses-\$75 per vendor
- Set-up: 2-3:45 pm, Tear Down: 6:00 pm

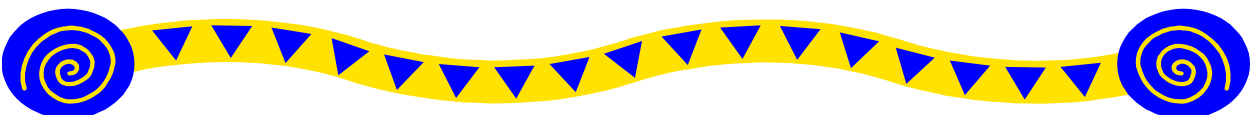
### **Holiday Lighting Celebration-Dec. 4th\*, 5-9 pm**

- Lake Cities Business-\$50 per vendor
- All other businesses-\$75 per vendor
- Set-up: 2-4:30 pm, Tear Down: 9:00 pm

### **\*Free for businesses located in Lake Dallas**

20' x 20' spaces are 20' x 20' and 10' x 10' spaces are 10' x 10'. Vendors are responsible for bringing everything they need for their space including tables, chairs and tent if needed. Limited electricity is available at some events.

Contact Shannon at 940-497-2226 x132 or [sfields@lakedallas.com](mailto:sfields@lakedallas.com) for more information.





## VENDOR POLICIES

**PRICING, SET-UP & TEAR-DOWN:** Please see the Vendor Booths .pdf for information on booth space prices and set-up/tear-down times for each event. Vendors are required to operate their space until each event's tear-down time. If a vendor tears down and leaves the event more than 1 hour prior to the tear-down time this vendor will be prohibited from having a booth space at any events for the remainder of the year.

**BOOTH SPACE SIZES & REQUIREMENTS:** Food vendor booths are traditionally 20' x 20' spaces and non-food spaces are traditionally 10' x 10' spaces. Vendors may purchase additional spaces (see Vendor Booths .pdf for the pricing per space) and need to note the number of desired spaces on the vendor application. Vendors are required to provide everything they will need for their space including but not limited to: tables, chairs, tent, sometimes electricity and/or water.

### **ELECTRICITY & WATER:**

Limited Electricity is available at the following events: Mardi Gras Celebration, Lake Cities 4<sup>th</sup> of July Celebration and Holiday Lighting Celebration. Electrical outlets for these events are assigned on a first come, first serve basis **AFTER** vendor application and payment is received. Water is available at the Mardi Gras Celebration, Lake Cities 4<sup>th</sup> of July Celebration, Waterfest, Halloween Celebration, and Holiday Celebration. Vendors must bring their own water hose.

**VENDOR APPLICATION:** You may register for one or all events on the vendor application. Payment for at least one of the events you register for must be received with your form to reserve your booth spaces. Payment must be received for all other event booth spaces at least 4 weeks prior to the event. A booth space at any event will not be permanently reserved until payment is received unless other arrangements have been made. You may pay for events from February through September on one check. Because we start a new fiscal year Oct. 1<sup>st</sup>, please do not send in payment for Oct-Dec. events until mid-September. The deadline to register for events is usually two weeks prior to the event date but you may call (940) 497-2226 x132 to see if there are any available spaces if you are past this deadline.

**EXCLUSIVE VENDOR POLICY:** The City will not accept any two of the same type of vendor—the first vendor who sends in their form and fee will receive the space. For example: there will not be two jewelry vendors or two ice cream vendors allowed at an event.

**VENDOR CONFIRMATION & EVENT INFO:** If you are an approved vendor, after your application and fee are received you will receive a confirmation e-mail or letter. You will also receive important information about events and your booth space # along with a map at least 2 weeks in advance of each event.

For more information about Lake Dallas special events or vendor opportunities please contact:

Shannon Fields  
Special Events Coordinator  
City of Lake Dallas  
Office: 940-497-2226 x132  
Fax: 940-497-4485  
E-mail: [sfields@lakedallas.com](mailto:sfields@lakedallas.com)  
[www.lakedallas.com](http://www.lakedallas.com)

# Vendor Registration Form 2010 Special Events

COMPANY/BUSINESS NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**EVENT(S):** check event(s) you wish to participate in (all events are on a first come, first serve basis and no reservation is final until payment is received)

\_\_\_\_\_ **Mardi Gras** (Fat Tuesday, Feb. 16<sup>th</sup> 5-9 p.m.)

\_\_\_\_\_ **Lake Cities 4<sup>th</sup> of July** (Sat. July 3<sup>rd</sup> 9 am-10 pm)

\_\_\_\_\_ **Waterfest at Willow Grove** (Sept. 11<sup>th</sup> & 12<sup>th</sup>)

\_\_\_\_\_ **Halloween Celebration** (Friday, Oct. 29<sup>th</sup>)

\_\_\_\_\_ **Holiday Lighting and Main St. Stroll** (Sat. Dec. 4<sup>th</sup>)

**VENDOR TYPE (Circle One):**

Art/ Craft

Food

Other: \_\_\_\_\_

NUMBER OF BOOTH SPACES NEEDED PER EVENT: \_\_\_\_\_ SIZE OF BOOTH SPACE(S)\*: \_\_\_\_\_

\*Booth spaces are 10' x 10' or 20' x 20'

**Description of business or items for sale:**

\_\_\_\_\_  
\_\_\_\_\_

**VENDOR FEES WILL ONLY BE REFUNDED OR APPLIED TO FUTURE EVENTS IF THE CITY OF LAKE DALLAS IS NOTIFIED NO LESS THAN TWO WEEKS PRIOR TO THE EVENT. PLEASE CALL IF YOU HAVE ELECTRICAL NEEDS.**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Checks should be made payable to the City of Lake Dallas  
All applications and vendor fees may be mailed to or dropped off at:

The City of Lake Dallas  
Attn: Shannon Fields  
212 Main Street  
P.O. Box 368  
Lake Dallas, TX 75065.  
Fax: (940) 497-4485  
Email: [sfields@lakedallas.com](mailto:sfields@lakedallas.com)