

CENTRAL TEXAS AIRFEST

2024 FOOD VENDOR INFORMATION

DEADLINE: Applications must be submitted online by 5:00 pm on **Monday, April 8, 2024.**

Applications for food vendors are now being accepted for the Central Texas Airfest! Vendors must review the **MANDATORY RULES AND REGULATIONS** prior to submitting your online application as you will be responsible for all information contained therein. This year's event will be held the third weekend in May (May 17th-19th) at the Draughon-Miller Central Texas Regional Airport and we would love for you to join us!

Experience the thrill at the Central Texas Airfest in Temple! Join us for an action-packed weekend featuring aerial feats by industry experts. From vintage classics to cutting-edge aircraft, enjoy a diverse display in a family-friendly atmosphere. The excitement begins on Friday night with a live concert and an enchanting drone show illuminating the sky. Throughout the weekend, indulge in food trucks, vendor booths, a kid zone, airplane static displays, and live aeronautical performances. Join us for an unforgettable celebration of aviation and family fun at the Central Texas Airfest!

WHERE: **Draughon-Miller Central Texas Regional Airport**, 7720 Airport Road, Temple, TX 76502

WHEN: **Friday May 17th-Sunday May 19th, 2024 ***

(Vendor sales and setup are for Saturday May 18th and Sunday May 19th)

VENDOR SPACE: There are two types of food vendor categories, **Food Vendor and Food Truck/Trailer**. **Food Vendor** space is limited to a **single 10 x 10 booth** (including all wires, stakes, poles, etc.) with a good roof that can withstand wind, rain and inclement weather and is for vendors who do not have a food truck or trailer. **If you require a larger space (Example: 10 x 20) then you would need to purchase additional space.** Food Truck and Trailers are limited to a 10 x 20 space. **If you have a Food Truck or Display Trailer that needs a larger space (Example: 10 x 25) then you would need to purchase additional space.** All items being sold must be contained within the booth space. Vendors are responsible for providing all their own equipment, including tables, chair, etc.

FEES:

Food Vendor (1) *Single 10 x 10 Space* **\$125** (*\$75 for additional space*) **Food Truck/Trailer \$175** (*not to exceed 20ft, \$75 for additional space*)

ELECTRICITY: You **MUST** furnish your own whisper quiet generator. Power will not be available onsite. Unless a space is secured. **Please notify us if you need power for refrigeration overnight.*

CERTIFICATE OF INSURANCE: Vendors must furnish EVENT MANAGEMENT/CITY OF TEMPLE with a Certificate of Insurance with general liability coverage of not less than \$1,000,000 and will name the City of Temple as an "additional insured" with Downtown Temple as the premises for the event. If VENDOR does not carry insurance, then the AFFIRMATION AND LIABILITY RELEASE must be completed and signed by the VENDOR in lieu of a Certificate of Insurance. All, VENDORS agree to indemnify and hold harmless the Central Texas Airfest event and the City of Temple, its officers, agents, directors, employees and assigns from any and all claims arising from any act or omission of the Vendor. **Certificate of Insurance and/or AFFIRMATION AND LIABILITY RELEASE must be provided before set-up.**

REQUIREMENTS: Vendors must remain open until event closing, even if vendor is sold out. Leaving early makes the event look in disarray; **and vendors who leave early will not be invited to participate the following year.** Your booth must be neat, attractive, and well-maintained. Signage with visible and clear pricing is required. You are responsible for setting up, maintaining, and removing your own booth, merchandise, and trash. Please know that **SPACE IS LIMITED.**

APPLICATION CHECKLIST: The following items MUST be submitted for your application to be considered.

1) Completed online application with payment

2) Food Menu with pricing

3) Photo of your booth

4) Certificate of Insurance and/or AFFIRMATION AND LIABILITY RELEASE

**** (photos and certificate of insurance can be emailed to (aweckbacher@templetx.gov)).**

GENERAL INFORMATION

This document contains pertinent **RULES AND REGULATIONS** that govern the operations of Central Texas Airfest We are extending invitations to vendors who submit fully executed applications with required enclosures and payments by the **Monday, April 8, 2024**, deadline.

Central Texas Airfest strives to maintain a balance of diverse and quality vendors offerings. **Applications and products are reviewed so that we may maintain this balance.** Our goal is to keep standards high and promote a safe, successful, and fun event. The **RULES AND REGULATIONS** set forth in this document are designed to maintain order and to regulate activities on the event site.

RULES AND REGULATIONS

1. The City of Temple does not guarantee vendor sales.
2. **ALCOHOLIC BEVERAGES:** The City of Temple is a TABC licensed venue, therefore it is unlawful for vendors other than licensee to sell, delivers, or otherwise provides alcoholic beverages to customers, staff, or employees.
3. Vendors, their staff, employees, and agents must comply with all vendor policies, fire codes, laws, ordinances, and regulations pertinent to health, fire prevention and public safety. Failure to comply may result in expulsion from the event without a refund.
4. A limited number of vendors in each category will be accepted to the event. Decisions are at the sole discretion of the City and based on, but not limited to the best interest of the event. The event reserves the right to admit duplicate businesses based on the event's needs and size.
5. All location placements will be at the sole discretion of City of Temple staff. **WE ABSOLUTELY CANNOT GUARANTEE BOOTH SPACE LOCATIONS.** Use of City of Temple property is strictly limited to assigned location.
6. Any product not specified in the application will not be allowed at the event. Unapproved items must be

removed from the vendor booth when asked by City of Temple Staff. Failure to abide will result in expulsion to the event in future years.

7. Vendor agrees to allow the City of Temple to photograph booth spaces and products during the event for no additional compensation. Photos and video taken may be used in future City of Temple promotions.
8. **Prohibited Items:** Drawings or raffles shall not be allowed. No political party booths. Vendors shall not sell or give away drug paraphernalia, firecrackers, smoke bombs, stink bombs, laser items, knives/swords, brass knuckles, guns, sprays, stun-guns, any weapon related item, or any other items deemed as undesirable by the Central Texas Airfest.
9. The use of amplified public address systems/stereos/radios is prohibited.
10. **Sales & Distribution:** It is the sole responsibility of each vendor/concessionaire to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation. **You must obtain any and all required food handler permits from Bell County Health Department. Central Texas Airfest is a considered a temporary event and a City MOU permit is not required.** You are responsible for your own sales; there will be no tickets for food. Selling is restricted to the vendor's booth area only. You may not solicit in any other area of the event.
11. City of Temple reserves the right to refuse any application. **Submission of an application does not guarantee a space.**
12. **Space assignments, additional information, parking instructions and maps will be e-mailed to you on or about Friday, May 3rd, 2024.**

EVENT/VENDOR HOURS: Saturday May 18th & May 19th -8:00 am – 5:00 pm

- Booth space must be occupied as assigned and be open and staffed during all regular event hours.
- No late set-ups/early breakdowns allowed.

SET-UP/LOAD IN and RESTOCK: 6:00 am-8:00 am

- All spots are pre-determined before load-in. Please arrive, unload, and set up in the allotted time.
- These slots will be available based on size of your vendor booth/mobile vendor unit. We will plan space accordingly to the vendor booth/mobile vendor unit measurements you provide and by what side your serving window is located on. **Please be accurate with your sizes (to include tongues, pull down doors etc.), state what side you will be serving out of and be on time for setup.**
- You will not be allowed to enter the site until your scheduled load in time, unless otherwise permitted by coordinator. If we can accommodate, we will yet those scheduled first, take priority.
- **NO LATE ARRIVALS WILL BE PERMITTED.** AFTER unloading, and BEFORE setting up, your vehicle and/or trailer will need to be moved to a designated parking area. **All vehicles MUST be out of the event area by 8:00 a.m.**
- **EVERYONE MUST BE IN PLACE AND AT YOUR BOOTH BY 8:00 am on Saturday FOR HEALTH & FIRE INSPECTIONS! DO NOT LEAVE YOUR BOOTH UNTIL THE HEALTH INSPECTOR AND FIRE MARSHALL HAVE COME BY AND COMPLETED INSEPTION!** *subject to change the vendor coordinator will send you confirmation of inspection in your final vendor packet.
- Booths must be set up and ready to open at 8:00 am. Saturday and Sunday.
- Once you are set-up, your vehicle must remain parked in the vendor area during the event. We do not allow re-entry once the event has begun.

- Plan on bringing everything you need, prior to opening. Bring a hand truck and/or cart if you need to load anything in & out. Vendors must have enough product in order to operate required hours.
- You may restock between 6:00 am and 8:00 pm on Sunday if needed.

TAKE DOWN/LOAD OUT: Sunday May 19th 6:00 pm

- Do not dismantle your booth prior to closing time. Vehicle/Trailer will not be allowed to drive on, in or out of the event until designated times.
- Do not try to bring in, remove your vehicle until after the crowd sweep. Vendor relations staff will coordinate load out with you, and we will notify vendors of when to bring in their vehicles.
- For liability purposes, NO vendor vehicles are permitted in the event until all patrons have been evacuated.
- Please make sure ALL your staff are aware of this guideline & abides by it, or risk personal damage, ejection &/or not being invited back. Please bear with us and be patient. This is not an easy or quick process. You can help by breaking down and packing up your booth, while you wait.

POP UP TENTS: All vendor booths must be self-contained no pop-up tents/canopies are allowed as the main vendor booth. Pop-up tents maybe added in the front (max 1) or back (max 1) for shade **with approval from City of Temple Vendor Coordinator.** Tents must meet all fire safety requirements and be securely weighted down. **Any tent deemed not safe, properly secured or structurally sound will be asked to be removed.**

SECURITY: Security will be provided during the overnight hours on Saturday-Sunday. **Vendors are responsible for covering your merchandise and booth openings with tarps and securing your booth/truck/trailer.**

TRASH & WASTE: All vendors are responsible for trash pickup and waste disposal. Grounds must be kept clean and without clutter. Vendor area must be totally cleaned up before leaving the event. Each vendor is responsible for the removal and disposal of all materials to include wastewater; food waste, grease disposal, litter (including cigarette butts), garbage, including boxes, (broken down) and signs. These items may not be disposed of onsite please plan accordingly.

ICE: Ice will be available for purchase on both days.

WATER: NO WATER IS AVAILABLE ONSITE. DUMPING OF WATER INSIDE THE EVENT WILL NOT BE PERMITTED! It will be each vendor's responsibility to haul in their own fresh water and dispose of their wastewater at an appropriate dump site.

PARKING: Parking passes will be provided - 1 per vendor. Vehicles will not be permitted into the event vendor area with the exception of specified set-up/load-in and break-down/load-out times. Vehicles will be removed immediately when asked to be by City of Temple staff. Parking a vehicle and removing the pass to enter another vehicle (overriding the 1 vehicle per vendor max) into the parking area is not allowed and will grounds for removal from the event.

FOOD VENDORS/TRUCKS: *** Event management will set a minimum and maximum price on all food and drink items.**

- You must obtain any and all required food handler permits from the City of Temple and/or Bell County **and have a fire extinguisher inside your vendor booth at all times.**
- Cooking equipment (such as pits) must be placed behind the booth and secured from pedestrians.
- **No vehicles/trailers are allowed behind/beside booths.**
- Each full and single item food vendor must detail what food and beverages they will provide, including price.
- Each vendor may have a maximum of **five (5)** items, consistent with a category of food, for example: BBQ, Mexican, Pizza, Vegetarian etc.
- Portions should be adjusted to allow menu items and meals in the \$2.00-\$18.00 range.
- Pricing is in \$1.00 increments with a maximum \$18.00 on food items. Bottled water should be sold for \$1.00 and soda at \$2.00. You need to sell them out of their original can or original plastic bottle.
- Prices of items for sale must be posted and visible to the public. The vendor relations committee will check your posted items against the items on your application.
- Vendors selling unapproved items or selling items at inflated prices will immediately be shut down.
- **No alcoholic beverages can be sold out of your booth at any time.**

The deadline is Monday, April 8, 2024. Vendor hereby requests permission to display and sell the products and/or services listed above. Further, the City of Temple reserves the right to approve any product/item a vendor may wish to sell or dispense as well as limit the number of concessions selling the same product/item. **DO NOT bring items to the event unless previously approved. On the day of the event, our standards committee will be monitoring compliance.**

I have read and understand and will abide with Central Texas Airfest general information, rules and regulations. Upon approval of my application, I understand that most correspondence will be made via email.

By signing the application, I acknowledge that the Central Texas Airfest is subject to various weather conditions and state and federal safety and health regulations. **No refund of application fees.** Vendors must remain open until closing.

Certificate of Insurance and/or AFFIRMATION AND LIABILITY RELEASE must be provided before set-up.

Print and save a copy of your records.

For more information, please contact:

Amanda Weckbacher, Events Coordinator
City of Temple Parks & Recreation Department
(O) 254.298.5774 (C) 254-493-5095
aweckbacher@templetx.gov