

SHAVANO PARK
HOLIDAY FESTIVAL AND TREE LIGHTING EVENT
VENDORS INSTRUCTIONS

EVENT DATE: First Saturday in December

LOCATION: SHAVANO PARK CITY HALL
900 Saddletree Court

SET-UP TIME: 10:00 a.m.

EVENT TIME: noon - dusk.

Thank you for your interest in being a vendor at the Shavano Park's Annual Holiday Festival and Tree Lighting Event. For yours and everyone's safety and enjoyment, please adhere to the following:

1. Spaces will be assigned. Vendor area will be located on grassy areas around City Hall (except for food service vendors).
2. Vendor must provide own tables, chairs, tents, generators, and other equipment.
3. No flammable items except for generators or small open flames (e.g. candles).
4. No signs except in your booth area.
5. No vehicles allowed in vendor area after 2:30p.m. All vehicles must be parked in designated parking areas.
6. If selling food items, vendor must have your Health Certificate or copy at the event.
7. The event will end with the tree lighting around dusk, at which time you may start to break down your booth. Vehicles will only be allowed to be driven close to your booth AFTERWARDS. Vendors should then remove all boxes / supplies from the area
8. To reserve a space / slot – complete the registration sheet and return to Shavano Park City Hall for space assignment.

NEW THIS YEAR - in lieu of a booth fee, we are asking for \$15.00 item donation. These items will be given away as door prizes during the event.

The City will not guarantee number of people attending the event. However, this event has been well received and we do expect a large turnout. We are excited for your participation and hope you enjoy the event.

To volunteer, please contact:

Vicky Maisel (210) 218-2817

Mary Werner (210) 867-0442

Zina Tedford, City Secretary (210) 493-3478

Mayor Pro Tem Michele Ross (210) 413-2622

SHAVANO PARK
HOLIDAY FESTIVAL AND TREE LIGHTING EVENT
VENDORS REGISTRATION FORM

PLEASE PRINT

SPACE: _____

VENDOR'S NAME: _____

CONTACT PERSON: _____

BUSINESS ADDRESS: _____

CONTACT PHONE NUMBER: _____

E-MAIL ADDRESS: _____

TYPE OF MERCHANDISE SELLING: _____

(e.g. jewelry, clothing)

Will you be using a generator? _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

VENDOR AGREES TO INDEMNIFY AND HOLD THE CITY OF SHAVANO PARK, ITS OFFICERS, AGENTS, AND EMPLOYEES HARMLESS FROM ANY LIABILITY, LOSS OR DAMAGE THEY MAY SUFFER AS A RESULT OF CLAIMS, DEMANDS, COSTS OR JUDGMENTS AGAINST IT ARISING OUT OF THE ACTIVITIES TO BE CARRIED OUT PURSUANT TO THE HOLIDAY FESTIVAL. VENDOR FURTHER UNDERSTANDS AND RECOGNIZES AND WARRANTS THAT BY VOLUNTARILY AND INTENTIONALLY SIGNING THIS AGREEMENT THE CITY OF SHAVANO PARK IS RELEASED FROM ALL LIABILITY WHATSOEVER IN THE EVENT OF INJURY OR DAMAGE OF ANY NATURE TO ME OR ANYONE THIRD PARTY CAUSED BY OR INCIDENTAL TO MY PARTICIPATION AS A VENDOR IN THE HOLIDAY FESTIVAL.

DATE: _____

Business Name

By: _____
Agent's Name

PLEASE SIGN AND RETURN BY **NOVEMBER 15, 2017**

City of Shavano Park
Holiday Festival
ATTN: Zina Tedford
900 Saddletree Court
Shavano Park, TX 782321