

2018 VENDOR MANUAL

TABLE OF CONTENTS

Festival Information	2
Booths	2
Booth Signage	3
Booth Decorations	3
Menu Boards	3
Trash Handling	4
Grease, Ash & Water Disposal	4
Parking Regulations	
Parking Passes	5
Vehicle Passes	5
Parking Lots	5
Admission Regulations/Badges	6
Health Department Regulations	6
Fire Extinguisher	6
On-site Security	6
Loading & Unloading	7
Token System	7
Sales Tax and Tax ID Number	8

2018 FESTIVAL INFORMATION

- EVENT:** 32nd Annual Texas Crawfish & Music Festival
- PLACE:** **Preservation Park**
Old Town Spring, Texas
- DATE/TIME:** Sat., April 28 Noon to 11:00 pm
Sun., April 29 Noon to 6 pm
- THEME:** Cajun Food, Music & Family Entertainment
- SET-UP TIME:** Friday, April 27 8 am - 6 pm
- CLOSE DOWN:** Sunday, April 29 after 7 pm
- TAKE DOWN:** Sunday, April 29 after 7 pm
- SECURITY:** Overnight security begins Thursday, April 26th and runs through Sunday April 29th.
- HOURS OF OPERATION:**
- Vendors must be ready to serve the public at the beginning of each day: Noon on Saturdays & Sundays.
- Vendor booths will remain open and may not close until the festival ends.
- BENEFITTING:** Spring Preservation League and Erbe Foundation
Old Town Spring

[Note: There are no rain dates; plan to participate rain or shine. NO REFUNDS. No-shows will result in forfeited fees, deposits and Vendor participation at future events.]

BOOTHS

Food Booth space consists of an area 10' frontage x 20' deep (unless trailer facility is being used). Cooking space behind the booth varies from 5 to 10 feet. Flooring material and counters are the responsibility of the Vendor. Bags of ice may be purchased from the on-site ice vendor.

If you use a grill that is placed behind your booth, **you must provide plywood for it to be placed on (whether the grill is on grass or concrete.)**

Retail/Merchandise Booth space consists of an area 10' x 10'. Multiple spaces may be acquired.

All Participants will receive necessary electrical requirements upon completion of electrical form. Access to water is available throughout the site.

The Festival does not provide tables, signs or serving equipment.,

For the safety and comfort of our Festival attendees, PETS ARE NOT allowed in the Festival grounds.

BOOTH SIGNAGE

SIGNAGE

Signage is important to the look of your booth and to your sales. You are encouraged to display your company name for Festival goers. Your sign should be bright and easy to read. The Vendor absorbs the cost of this sign.

Handmade and "last minute" signage is prohibited.

DECORATIONS

Decorations are optional but Festival organizers encourage any eye-catching and festive décor that you may care to display. Examples are: Christmas lights, crawfish and Cajun décor, flags and colorful banners.

FOOD VENDOR MENU BOARDS

To give the Festival a professional, uniform appearance, all menu boards must meet

Festival requirements.

Each food booth is required to display a minimum of one menu board. The menu board will hang on the front of the booth and be highly visible. All menu boards used must be 2 feet (24") wide and 3 feet (36") top to bottom. They must be constructed of a permanent material (plywood, masonite, white paneling, etc.) and must be laid out using the format shown below. List menu items on the left and the number of tokens needed for each item on the right, for example, Corn Dog - 3 tokens. At the bottom of each menu, it must read: "ALL SALES BY TOKENS ONLY"

Any booth not displaying proper signage will not be allowed to open until signage is corrected.

MENU

Item #1	5 tokens
Item #2	4 tokens
Item #3	3 tokens
Item #4	5 tokens

ALL SALES BY TOKENS ONLY

TRASH HANDLING & SAFETY

Each Vendor is responsible for keeping the interior of his/her booth area clean. All Food Vendors must provide their own trash receptacle and plastic bags.

Each Food Vendor is to bag and tie his/her trash and place it at the front of the booth at the end of each day.

Do not use any of the Festival's public trash cans for food booth trash.

Keep trash away from open flame.

Keep electric cords and appliances up and out of Water.

Secure gas cylinders.

Each Food Vendor is responsible for providing a fire extinguisher for his/her booth.

PLEASE LEAVE YOUR AREA AS CLEAN AS YOU FOUND IT

GREASE, ASH & WATER DISPOSAL

Food Vendors are responsible for providing and using proper metal containers to transport grease, ashes and water to designated disposal sites. Since the Festival has not provided a disposal site, **PLEASE PLAN TO ARRANGE YOUR OWN DISPOSAL METHOD. THE FESTIVAL GROUND IS NOT AN OPTION!** Arrange to remove all grease and ash receptacles each weekend, after the Festival is closed. DO NOT leave full containers in your booth Sunday nights. If you make no other arrangements, the Festival will provide removal of grease/ash receptacles for an additional \$50.00 charge per DAY.

DO NOT dispose of your grease and ashes in any other manner than those listed above. **DO NOT POUR GREASE OR WATER ON ASPHALT OR GRASSY AREAS.**

Cooking water may be disposed of at various locations on the Festival grounds. **DO NOT DISCARD COOKING WATER AT YOUR BOOTH LOCATION OR IN SINKS!**

IMPROPER DISPOSAL OF YOUR GREASE, ASHES OR WATER WILL RESULT IN IMMEDIATE EXPULSION FROM THE FESTIVAL.

PARKING REGULATIONS

PARKING PLACARDS All parking is on private property. The Festival has made every effort to coordinate an effective parking plan for Vendors. There is no free parking available. This year, Vendors will receive parking placards for the run of the festival. The placards will be in your Vendor packet you will receive upon arrival. These placards are good only for the Knights of Columbus parking lots, which surround the Festival site.

If you lose or leave the placard at home or hotel or, have no parking placard FOR ANY REASON, you will have to pay to park.

Place vehicle placards on the dashboard on the driver's side of your vehicle. Be sure the vehicle placard is clearly visible at all times during the run of the festival.

PARKING LOTS Knights of Columbus lots are adjacent to Festival grounds and easily accessible during hours of operation. However, spaces are not reserved so it is recommended that you arrive early (before the public arrives) to secure your spaces. Remember, vehicles are not allowed in the Festival grounds during Festival hours.

Have your parking pass or **cash** ready for the parking attendant. Do not make excuses or argue with the attendant or **SECURITY WILL BE CALLED**.

The Festival asks your cooperation in following these regulations so that automobile and people traffic will be smooth.

ADMISSION REGULATIONS/BADGES

Each Vendor will receive Vendor Badges. These badges allow unlimited free entry into the festival grounds each day of the event and must be kept with you at all times. If you need additional badges, please talk with the Crawfish Festival Vendor Coordinator. Each Vendor will receive his/her badges at Check-in.

HEALTH DEPARTMENT REGULATIONS

In order to assure safe eating and cooking conditions, it is imperative that the regulations of the Harris County Health Department, 2223 West Loop South, 713-439-6270, are closely followed by all Food Vendors. It is the responsibility of each Food Vendor to secure a temporary food permit from the county.

The Harris County Health Department will accept cash or cashier checks, and will not accept a personal or company check.

The Health Department will periodically inspect your food booth during Festival hours to make sure that all regulations are being followed. If regulations are not followed and/or not corrected, your booth will be closed down.

The regulations necessary to meet the requirements issued by the Harris County Health Department may be obtained on-line at their website.

FIRE EXTINGUISHER & ON-SITE SECURITY

FIRE EXTINGUISHER

Each Food Vendor is required to have at least one fire extinguisher in his/her booth, whether or not you are using propane or charcoal,. The extinguisher must carry a current date tag. The Spring Volunteer Fire Department or the Fire Marshall will enforce this rule.

FIRE MARSHALL

The rules and regulations will be given to you and must remain with you during the festival. Please read and follow all instructions.

ON-SITE SECURITY

Full-time security will be assigned to the Festival.

The Security Guard will carefully patrol each area. However, each Vendor is solely responsible for the contents of his/her booth when absent from it.

LOADING & UNLOADING

Vendors should unload as much product and supplies as possible BEFORE the Festival opens each day.

Vendors can restock their booths during the day by carrying in supplies. Remember, you are prohibited from driving your vehicle inside the Festival grounds during Festival hours. A Vendor MAY NOT park a vehicle behind his/her booth space unless the Crawfish Festival Vendor Coordinator makes an exception.

TOKEN SYSTEM

The Festival will use a TOKEN SYSTEM for payment of all food and beverage items. All food and beverages will be purchased with TOKENS. Vendors redeem TOKENS for cash receipts, which will be honored mid-week following each Festival weekend. There are no exceptions!

Here's How It Works

Tokens will be sold in \$1.00 AND \$5.00 increments only.

TOKEN BOOTHS are located for easy purchase:

The value of all food and drink must be listed on your menu board in terms of tokens only:

Sausage on a Stick 3 token

ANY FOOD VENDOR OBSERVED ACCEPTING CASH INSTEAD OF TOKENS WILL BE IMMEDIATELY DISMISSED FROM FESTIVAL PARTICIPATION., AND NO TOKEN REDEMPTION WILL BE ALLOWED BY SUCH VENDOR

Each booth should use a token transmittal bag to transport tokens to the Finance Center.

These bags are to be returned to the booth vendor after the tokens are counted

Finance Schedule for Token Delivery

Saturdays 10 am - 10 pm

Sundays 11 am - 7 pm

Please note times for turning in your tokens. Tokens not turned in by 10 pm on Saturday and 7 pm on Sunday will have to be held until the next day.

The Finance Center will close Sunday, at 8.

All tokens must be redeemed by close of Festival Sunday.

Note: You may be requested to bring tokens to the Finance Center if our supply of tokens runs low.

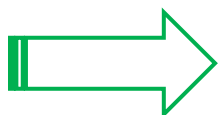
When the transmittal bag reaches the Finance Center, it will be opened in the presence of two counters who will immediately check the contents for any unofficial tokens or coins and then count the tokens. At that time, a receipt will be issued to the Vendor verifying the count. Please keep these receipts for final redemption. All tokens must be turned in by 7pm each Sunday evening.

Non-official tokens will not be redeemed. It is the responsibility of the Food Vendor to accept only "Official Tokens".

Redemption:

Checks are issued and can be picked up each Wednesday immediately following the prior festival weekend between 10 am - 3 pm at the Spring Preservation League Office.

For directions or more information, call 281-353-9310.



Retail/Merchandise Vendors

These Vendors may not take tokens, and must accept cash or credit card payments for sales.

SALES TAX INFORMATION

SALES TAX

Sales Tax:

The Spring Preservation League will NOT be paying the sales tax for you. Each Vendor is required to properly pay his/her sales tax for the festival.

Sales Tax and Use Permit

The State of Texas Comptroller's Office requires that you have a Texas Sales and Use Tax Permit prominently displayed in your booth. Don't forget to bring a copy of it with you. If you do not have one, please contact the State of Texas Comptroller's office at 800-252-5555.

Before Food Vendor checks are issued, it will be necessary to furnish Spring Preservation League with the appropriate EIN taxpayer number or Social Security number of the individual accepting the check. Checks will not be issued if you have not turned in your W-9 form.

LAISSEZ LES BON TEMPS ROULE