



City of Killeen  
Recreation Services Department  
Special Event Application 2019

Return all paperwork and applicable fees:  
Heather M. Buller • [hbuller@killeentexas.gov](mailto:hbuller@killeentexas.gov) • 254-501-8841  
1700-A E. Stan Schlueter Loop, Killeen, TX

Killeen Recreation Services special events provide the community with a variety of opportunities to become engaged with family, friends and neighbors.

*A completed application and appropriate licenses must be submitted and approved by staff before applicant is eligible to participate and/or sell at any event. Applications can take up to 10 business days to be approved. An approval e-mail will be sent upon acceptance. After approval vendor has 5 business days to submit vendor fee payment.*

**Vendor Checklist**

- Submit a photo of vendor setup
- Submit completed application
- Upon receiving approval e-mail vendors have 5 business days to submit payment for vendor fee



# SPECIAL EVENT VENDOR APPLICATION 2019

RETURN ALL PAPERWORK AND APPLICABLE FEES:

HEATHER M. BULLER • [HBULLER@KILLEENTEXAS.GOV](mailto:HBULLER@KILLEENTEXAS.GOV) • 254-501-8841

1700-A E. STAN SCHLUETER LOOP, KILLEEN, TX

A completed application and appropriate licenses must be submitted and approved by staff before applicant is eligible to participate and/or sell at any event. An approval e-mail will be sent upon acceptance.

## A. Business / Organization Information

Name of Applicant: \_\_\_\_\_

Business / Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

E-mail: \_\_\_\_\_

Event Name  Fall Festival Oct. 26

## B. Vending Information

**Vendor Type:** \*Refer to Rules & Regulations for vendor definitions

- Specialty
- Indoor/outdoor food vendor/outdoor food truck
- Craft
- Commercial/business
- Value Added Non-profit

**Does your set up use a propane grill, charcoal grill or gas/battery generator?** Yes \_\_\_ No \_\_\_

**Utilities needed?** None \_\_\_ Electric \_\_\_ Water \_\_\_

*(Please note electricity and water supply is limited and may not be granted)*

## C. List of products/Services: Describe services or products you will be offering, and what value you will add to the event.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## D. Release of Liability/Hold Harmless:

I and my heirs, executors, administrators, and assignees, do hereby release and forever discharge the City of Killeen, its employees, officers, volunteers, agents and sponsors from any and all claims, damages of every type, cause of action, costs attorney fees, and interest which now exists or hereafter, arising out of or related to acts or omissions of myself or the City of Killeen or any of its employees, officers, volunteers, agents or sponsors during my participation as a vendor. I attest and verify that I have full knowledge of the risks involved in this event. I have read and fully understand the content and meaning of this statement and execute it voluntarily.

**Vendor has read and agrees to the Rules & Regulations created and enforced by the City of Killeen.**

**Vendor agrees to share the Rules & Regulations with everyone involved at their booth.**

Authorized by (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by (Signature): \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Photos Rec'd: \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date Recv'd: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

# Killeen Parks & Recreation Special Event Rules & Regulations 2018-2019

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## GUIDELINES

1. It is understood that the vendor will comply with all applicable local, state and federal laws and failure to do so may result in immediate forfeiture of vendor status.
2. Upon approval, vendor acknowledges that they will be present for all events for which they have signed up. Should vendor have to be absent from an event, they must notify Parks & Recreation Department staff via phone or e-mail four business days before the event.
3. We do not offer exclusivity for any products or services nor do we guarantee you will not be placed near a competitor. We will attempt to limit duplications as much as possible.

## METHODS OF PAYMENT:

Cash, Money Order, or Business Check (Made payable to Killeen Parks and Recreation).

Payments can be sent by mail or made in person at the:

Family Recreation Center  
1700-A East Stan Schlueter Loop  
Killeen, TX 76542  
Monday - Friday , 8 a.m. to 5 p.m.

## LOCATION

1. Set up maps will be e-mailed 2 business days before the event. Map will verify location of event, set up time, tear down time, and parking.
2. Entire set-up must fit in the designated 10x10 foot space. Commercial/Mobile booths will need to fit inside their designated 10x20 foot space. If additional space is required, multiple vendor spots may be purchased.
3. Spots are assigned on a first come first serve basis, pending acceptance of the application. Vendors are not allowed to sub-let or share their space without the permission of Parks and Recreation Staff.
4. Waste disposal for items such as oil and grease will be the responsibility of the food establishment and will not be disposed of on City property.
5. Vendor must ensure that no trash or any other items be left behind and space should be returned in the condition in which the space was found.
6. Booth request will be considered on a first come first serve basis.

## SET UP LOGISTICS

1. Vendor is responsible for all & any set up needs: tables, chairs, shade devices, set up, tear down, staffing, materials, lighting if needed, keeping area clean, disposing of trash, etc. Unless otherwise communicated by the Recreation Manager.
2. Average booth space is 10 ft. x 10 ft.
3. No vehicles are permitted in the event area unless you are a food truck or it is part of the vendor booth 30 minutes prior to event start. Vendors must **IMMEDIATELY** unload and then move vehicle to a parking spot outside the event area.
4. Vendor tear down begins at shortly after the event ends. Vendors must stay during the duration of the event and are asked to not leave early. Vehicles will be allowed in event area shortly after the event ends and once the crowd has cleared.
5. If you have a grill or sterno as part of your vendor set up **you must have a Class 2A-10 BC** rated fire extinguisher **on site and within reach of your booth** during the event at all times. The fire extinguisher must have current inspection and be fully charged. If you use fryers, a class K extinguishers will be required on site and within reach of your booth.
6. If vendor chooses to use a tent it must be clean and well working. We prefer vendors to have a 10 ft. x 10 ft. EzupTent or Zshade Tent. Most accidents at events involve pop up tents. It is your job to minimize the risk. Tent must be weighted down. NO EXCEPTIONS. Tents must be **weighted down with at least 25 lbs of weight per leg**. If you show up and do not have weights, you may not use a tent. Gallon water jugs and single bricks are not safe. Professional grade tent weights including PVC pipe filled with concrete or tent weight sandbags are safe ways to weigh down tents. Strong gusts come up without warning at any time before, during or after the event. Tying tents to tables, coolers, or any other object that is not a weight provides tripping hazards and frequently does not provide adequate weight. Vendor safety is just as important as event goer safety.

## **NOT ACCEPTABLE WEIGHTS**



Photo of Leg Weights for Instant Shelter

## **ACCEPTABLE**

### **WEATHER POLICY:**

Texas weather is extremely unpredictable and we ask that vendors plan accordingly. Killeen Parks and Recreation is not responsible for loss due to inclement weather. In case of inclement weather vendors will be asked to leave for safety. Due to the unpredictable of Mother Nature there will be no refund of fees.

### **SECURITY:**

Minimum event security is provided at our events. Parks and Recreation is not responsible for the safety of the vendors or their property, employees, visitors, or customers from theft, disappearance, pilferage, injury, or damage; the responsibility lies solely with the vendor.

### **PROFESSIONAL CODE OF CONDUCT**

In the spirit of professionalism, participants shall: Conduct themselves in a manner that represents the City of Killeen and the Parks and Recreation Department with honor, dignity and respect. Demonstrate the qualities of civility and professionalism at all times. Not use vulgar, abusive, racist, sexist, demeaning or intimidating language at any time. Support fellow vendors and staff in a positive manner. Treat other vendors, staff and park customers with courtesy and respect at all times.

### **RESTRICTIONS**

No vendor permitted under this section will be allowed to do the following. Failure to comply will result in immediate forfeiture of permit(s):

1. Sell or distribute alcohol.
2. Leave a vehicle or cart unattended.
3. Park at a designated spot overnight.
4. There is NO DRIVING ON PARK GROUNDS permitted during event time.
5. NO smoking, vaping, chewing, or any tobacco products of any kind is permitted by vendors and/ or their agents.
6. Have pets/live animals for sale or accompanied by vendors.
7. Sell or distribute items in glass containers.
8. Have fires except in barbecue grills and/or kettles.

### **VIOLATIONS**

1. Failure to provide proper notice of cancellation for event will result in skipping of next signed up event.
2. Leaving event early will result in skipping of next signed up event.

Operating without the proper permit, in violation with City of Killeen, or in violation of these guidelines may result in fines and/or additional penalties. The City of Killeen may revoke a permit granted for any activity, which is found to be in violation of any ordinance, law or conditions of approval. In the event that the applicant is not ready to vend at the designated time or if vital vending individuals is/are not present, or if the applicant arrives in such a condition as to appear to a reasonable person to be incapable of vending in a reasonably acceptable manner, then the applicant shall be deemed to have violated these terms.

### **VENDOR INFORMATION**

1. All vendors must submit a photo of their vendor setup.
2. Applications can take up to 10 business days to be approved. Upon approval vendors have 5 business days to submit payment for vendor fee.

## **VENDOR FEES**

The City of Killeen Community Services Department presents a number of annual special events that bring our community together. Through these events we strive to make a positive impact on citizens of all ages, building traditions and a sense of community with families, friends and neighbors.

Vendors play an important role in these special events, allowing us to provide top-notch programming at little to no cost to our community.

After vendor receives approval e-mail, you will have 5 business days to pay the vendor fee. Acceptable forms of payment are Cash, Money Order, or Business Check (Made payable to Killeen Parks and Recreation).

Payments can be sent by mail or made in person at the:

Family Recreation Center  
1700-A East Stan Schlueter Loop  
Killeen, TX 76542  
Monday - Friday, 8:00am – 5:00pm

### **SPECIALTY VENDOR - \$100 PER EVENT**

Business that charges a fee for services offered at an event. Ie. face painting, pictures, etc.

### **COMMERCIAL/BUSINESS VENDOR - \$100 PER EVENT**

Commercial or homebased business that wishes to collect payment for memberships, advertise business services or sell product. Examples include but not limited to direct sales business, membership-based business (ie. Sam's Club, fitness business, etc.), selling of resale items such as light up toys.

### **INDOOR/OUTDOOR FOOD VENDOR /OUTDOOR FOOD TRUCK- \$50 PER EVENT**

Food based vendor that provides hot and ready to eat foods, cottage foods, or temperature controlled foods inside a facility or out of a mobile food vending area such as a food truck.

### **CRAFT VENDOR - \$25 PER EVENT**

Arts and crafts vendor whose product is made by the owner or employees associated with the business. No resale items.

### **VALUE ADDED – NON-PROFIT VENDOR - FREE PER EVENT**

Local non-profit organization that offers a value added activity/program to the event. Vendor may advertise information in regards to non-profit but cannot exchange money.

## **EVENTS**

Fall Festival  
October 26, 2019

EST. ATTENDANCE: 3,000-5,000

Families are invited to Killeen's Annual Fall Festival. We will have bouncies, hayrides, games, food, music, candy and much more! Costumes are encouraged but not required.

### **Vendor Opportunities:**

- Specialty Vendor - \$100
- Commercial/Business Vendor - \$100
- Outdoor food truck - \$50
- Craft Vendor - \$25
- Value Added Non-profit – FREE