



# DIA DE LOS MUERTOS

## Food Vendor Information and Release Form

**EVENT LOCATION:** Centennial Plaza 301 W Bagdad Ave, Round Rock, TX 78664

### Load In Instructions:

**Date:** Saturday, November 5, 2022

**Timing:** 10:00 am-12 pm

**All booths open for business by 12:00 pm**

**No tear down before 7:00 pm**

**Vendor area open from 12:00 pm-8:00 pm**

**This is a rain or shine event. No refunds.**

**BOOTH FEE—\$150** Payment is due upon filing an application.

All food vendors must have a current Williamson County Cities Health District (WCCHD) or a Temporary Food Establishment Permit.

Apply at [https://www.wcchd.org/healthy\\_spaces/applyforapermit.php](https://www.wcchd.org/healthy_spaces/applyforapermit.php). Please note that all applications must be submitted through the My Government Online platform, included in the link above, in order to be processed.

- If serving or catering food**, food vendor’s **MUST** email their Williamson County Temporary Food Permits **by Friday, October 21<sup>st</sup>** to Julie at [jchapa@roundrocktexas.gov](mailto:jchapa@roundrocktexas.gov)
- If serving food from food trucks at the event**, food vendor’s **MUST** submit copies of their Mobile Food Establishment Permit Stickers **by Friday, October 21<sup>st</sup>** to Julie at [jchapa@roundrocktexas.gov](mailto:jchapa@roundrocktexas.gov)

**All food trucks (Mobile Food Establishments (MFEs)) must have a valid Round Rock Fire Department permit (see below).** Food truck vendors **MUST** schedule an appointment with the City of Round Rock Fire Department (512-218-6628) to obtain it prior to the event.

**Hosted Mobile Food Establishments (MFEs) must have all required permits and inspections.**

MFEs on site shall have required Round Rock Fire Department permit and inspection. The MFE must display this sticker.



**City of Round Rock  
Fire Department  
(512) 218-6628**

**Williamson County and  
Cities Health District  
(512) 248-7620**

**BOOTH INFORMATION**

- Space is 20X20
- Booth space is not guaranteed or assigned until the application is received.
- Each vendor will be responsible for assuring safety and security in and around their booth in a manner that minimizes risk or hazards to the public (e.g., grills and appliances attended, extension cords not tripping hazards (bring tape).
- Vendor’s space is on pavement.
- You may not give, sell, or lend your booth space to anyone else without written permission from RRBFCoordinators.
- **Electricity:** regular voltage is available upon request. Please bring any extension cords and power strips you may need. If you need more power, please be prepared and advised if bringing your own generator.
- This is a rain or shine event. No Refunds.

**PROHIBITED SUBSTANCES AND ACTIVITIES**

- Silly string or Confetti in any form, including cascarones eggs, and water balloons.
- Handing out literature beyond your booth space.
- Cotton Candy, Water (including free water), and Dia de Los Muertos T-Shirts.
- Only service dogs may be part of a booth unless other animals have been preapproved as part of the booth’s function, such as petting zoos. All service dogs must be on leashes or some other form of restraint. All waste material and other related refuse associated with these animals must be cleaned up and disposed of regularly for the health and safety of all festival goers.
- Amplified or acoustical sound and music may not be broadcast from booths if the sound level interferes with the business conducted in neighboring booths or the music provided by the festival planners.
- Alcohol may not be brought into or taken outside of festival grounds.

**RELEASE**

I - **Agreement** In consideration of the opportunity to display my work, products, or services to the public, and other good and valuable consideration the adequacy and sufficiency of which is hereby acknowledged, I, the undersigned, hereby agree that by submitting to participate in the Round Rock Ballet Folklorico’s Dia de los Muertos, I am agreeing to the terms outlined in this document. This is a rain or shine event. No refunds. I

acknowledge that RRBF reserves the right to accept or deny any submission with or without cause. I further agree to grant RRBF permission to publish in all media my name, artwork, and location for use in marketing through press releases in print, television, and the internet. I further agree to allow RRBF to release such information to other persons and entities. I acknowledge that I have read and understand all terms contained in this waiver and agree to be bound by its terms.

II – **Waiver of Liability** RRBF will not assume any responsibility for loss or damage. RRBF strongly suggests that all exhibitors carry their own personal property insurance.

III – **Sale of Exhibit Items** The sale of any exhibited items or services at the festival is between the seller and the individual buyer. RRBF is not responsible for the promotion of sales. By signing this application form or signing in at the festival (therefore receiving and reading this agreement), Applicant agrees that the Round Rock Ballet Folklórico reserves the right to determine the type of arts, crafts, sponsors, and vendors that can be displayed during the festival.

IV – **Tear Down/Strike**

Clean up includes removing all items, tape, paper, garbage, blocks, rocks, food, bottles etc. In other words, leave the space in the condition in which you received it. You must check out with the RRBF vendor coordinator before leaving. If you leave early or do not follow festival rules, you will not be welcome to apply for future shows.

I agree to abide by all the rules set forth in this application for the: Round Rock Dia De Los Muertos, November 5, 2022, Centennial Plaza. I understand the above requirements and will abide by them.

Name of Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Food: \_\_\_\_\_

**Please check one:**

Food 10 x 10 Tent

Food Truck

**\*\*\*Sales or Distribution Prohibited: Beer, Water, Cotton Candy, and Dia de los Muertos T-Shirts\*\*\***

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Please make checks out to the Round Rock Ballet Folklórico.

**Return Forms and Payment to:**

Julie Chapa at [jchapa@roundrocktexas.gov](mailto:jchapa@roundrocktexas.gov)

OR mail the form and check back to:

Julie Chapa 216 E. Main St., Round Rock, TX 78664

For more information, please call Julie Chapa at (512) 218-7014

