



VENDOR APPLICATION

51st Annual Chisholm Trail Roundup

June 13th – 15th, 2024

Lockhart City Park

Please initial on asterisks next to each section.

VENDOR FEES & APPLICATION DEADLINE: *

Each vendor space is 10' X 10'. If you need more space, you will need to purchase multiple vendor spaces.

___ Craft Vendors: \$250

___ Food Vendors: \$350

___ Vendor Truck/Trailer: \$450

Full payment is required on or before **June 1, 2024**. After June 1st, a \$100 late fee will be applied.

We urge you to submit your application and fee promptly to ensure your participation and avoid the late registration fee. Vendor spaces will be filled on a first-paid/first-served basis. All interested parties are invited and encouraged to apply. The CTR Committee reserves the right to decline an application at our discretion.

**Lockhart Chamber of Commerce members and local non-profit organizations will be given priority.*

HOURS OF OPERATION: *

**Vendors MUST be in operation during festival hours until the end of the festival, except at the discretion of the CTR Committee.*

Thursday June 13th 5:00 pm-midnight

Friday June 14th 5:00 pm-midnight

Saturday June 15th 5:00 pm – 1:00 am.

BOOTH SET-UP: *

Vendors may begin to set up on **Thursday, June 13th, at 11:00 am**. Vendors WILL NOT be allowed to set up before this date and/or time.

Vendors must conclude set up by **3:00 pm on Thursday**. Should you be delayed setting up, you MUST notify the CTR Committee by phone as soon as possible. Failure to notify the CTR Committee will result in your vendor space being sold to the next vendor on the waiting list.

Vendors are responsible for all equipment needed to operate (i.e., tents, tables, chairs, extension cords, lights, etc.) All tents must be weighted down. The CTR Festival WILL CONTINUE, rain or shine, with no refund of fees.

Vendors will receive two sets of wristbands for access once gate admission is charged. Additional wristbands may be purchased in advance for \$15 each through the Lockhart Chamber office or Lisa Leverett (CTR Vendor Coordinator)

ELECTRICAL OUTLETS: *

Due to the limited amount of electricity available and the number of vendors at Chisholm Trail Roundup, vendors CANNOT exceed the **maximum of 20 amps per dedicated circuit**. Each vendor will be furnished with **ONE** outlet containing two connection spaces that will run 20 amps. Each connection will have a 20-amp breaker. Additional outlets are available for \$40 each. The CTR Committee reserves the right to limit electrical usage as required to prevent overloading the electrical outlets as per the City of Lockhart Guidelines.

***All VENDOR TRUCKS/TRAILERS should be self-sustainable and provide their own power.** Any vendor trucks needing power MUST coordinate with the CTR Committee and will be charged an additional fee.

Vendors needing additional electricity MUST inform the CTR Committee NO LATER than June 1st. VENDORS THAT ATTEMPT TO TAMPER WITH ELECTRICAL OUTLETS THAT DID NOT INDICATE A NEED FOR IT MAY BE ASKED TO LEAVE THE PREMISES OR ARE SUBJECT TO A MONETARY PENALTY OF \$500.

**Use the list below to help determine the number of outlets you will need.*

<u>Appliance</u>	<u>Watts</u>	<u>Amps</u>	<u>Appliance</u>	<u>Watts</u>	<u>Amps</u>
Small Deep Freezer	1260	10.5	Small Refrigerator	540	4.5
Large Slow Cooker	540	4.5	Small Slow Cooker	270	2.5
Microwave Oven	1200	10.0	Electric Skillet	1500	12.5
Electric Griddle	1300	10.8	Electric Deep Fryer	1200	10.0
Countertop Oven	1500	12.5	Popcorn Hot Air Popper	1440	12.0
Toaster Oven	1350	11.5	2-Slice Toaster	850	7.1
4-Slice Toaster	1600	13.3	2-Speed Blender	500	4.2
Food Processor	350	3.0	Roaster Oven	1450	12.8



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VENDOR PARKING: * [redacted]

Vendors will receive ONE parking pass and must park in the designated vendor parking area only. Vehicles will be permitted in the vendor area for unloading but **must be removed immediately after** the task is completed. You must not impede others from setting up. No vehicles will be allowed into the vendor area during festival hours. ***Vehicles remaining in the vendor area after 3:00 pm may be towed from the premises at the discretion of the CTR Committee, at the expense of the owner of the vehicle.**

RESTRICTIONS: * [redacted]

No items that compete with Lockhart Chamber of Commerce and Chisholm Trail Roundup concessionaires will be permitted.

CTR HAS EXCLUSIVE RIGHTS TO ALL ALCOHOLIC BEVERAGE CONCESSIONS

NO weapons, guns, knives, bubble products (i.e., bubble guns), fireworks, pornographic material, drug-related paraphernalia or related graphic tees, live animals, or games of chance (including bingo) will be allowed. Violators will be subject to immediate expulsion from the event and all future events with no refund of fees.

There are no exclusives at this festival. We will attempt to limit duplications as much as possible. However, there is no guarantee that there will not be more than one vendor with the same item(s). The CTR Committee does not attempt to regulate the price of goods sold. Each vendor will determine the price of his or her own goods.

The CTR Committee reserves the right to remove vendors who, for any reason, are deemed objectionable and also to prohibit any vendor which, in their judgment, may detract from the general character of the ongoing event. This reservation includes persons, things, conduct, printed matter, or anything that, in the opinion of the CTR Committee, is objectionable with no refund of fees.

SECURITY: * [redacted]

Overnight security is provided. However, the Lockhart Chamber of Commerce, CTR, and the City of Lockhart will not be held responsible for any lost or stolen items.

RAIN POLICY: * [redacted]

The CTR Festival will continue, rain or shine, with no refund of fees. There are **NO** provisions for water or drainage, and the electricity may need to be turned off in the vendor area if rain plays a major role in this year’s festivities. Vendors will be allowed to leave; however, vehicles will only be allowed in the vendor area if deemed safe by the CTR Committee.

SALES & USE TAX ID: * [redacted]

All vendors are responsible for collecting and reporting sales tax where applicable. Along with the application, you must submit a copy of your sales and use tax permit. Your permit must be visibly displayed in your booth or trailer during festival hours.

The Lockhart Chamber of Commerce, Chisholm Trail Roundup, and the City of Lockhart, its officers, agents, employees, and other representatives shall not be held liable. They are hereby released from liability for any damage, loss, harm, or injury to the person or property of the vendor or any of its officers, agents, employees, and other representatives resulting from theft, fire, water, weather, accident, or any other cause. The vendor shall indemnify and hold harmless the Lockhart Chamber of Commerce, Chisholm Trail Roundup, and the City of Lockhart from all claims, any action or failure to act on the part of the vendor, or any of its officers, agents, employees, and other representatives.

I have read, understand, and agree to comply with the above requirements.

Signature: _____

Date: _____



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<small>FOR OFFICE USE ONLY</small>	
VENDOR TYPE:	_____
DATE RCVD:	_____
PAYMENT:	_____
BOOTH #:	_____
ELECTRIC OUTLETS:	_____

Business Name: _____

Primary Contact: _____

Phone #: _____ **Email:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Vendor Type: ___ Craft Vendor: \$250 ___ Food Vendor: \$350 ___ Vendor Truck/Trailer: \$450 (Dimensions: _____)

Credit Card #: _____ **Exp. Date:** _____ **CVC #:** _____

Billing Address: _____

Are you a returning vendor: _____ If yes, how many years? _____ Most recent year? _____

ITEM DESCRIPTIONS: * _____

Please provide a photo of your booth along with a description of the items to be sold. The CTR Committee will assign vendor space(s) to each approved vendor by Monday, June 5th. Once your application has been approved, you may not sell any additional item(s) without the approval of the CTR Committee.

CRAFT VENDORS: Please provide a brief description of the CRAFT item(s) that you will be selling during the festival.

FOOD VENDORS: Vendors will be allowed to sell only two types of food per booth purchased. The CTR Committee must approve all food items to be sold. Any amendment to this rule will have prior approval by the CTR Committee.

Please provide a brief description of the FOOD item(s) you will be selling during the festival. List three options, as the CTR Committee may not approve your first or second option. If approval is given, the CTR Committee will notify you within seven days of receipt of your application.

<u>Choice A</u>	<u>Choice B</u>	<u>Choice C</u>
1.	1.	1.
2.	2.	2.

You must return a completed application along with your payment and a copy of your Sales and Use Tax Permit to have your application considered by the CTR Committee. Checks and money orders should be made payable to *Lockhart Chamber of Commerce, P.O. Box 840, Lockhart, Tx. 78644*

I have read, understand, and agree to comply with the above requirements.

Signature: _____

Date: _____



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FOOD SERVICE AT SPECIAL EVENTS

HEALTH DEPARTMENT

CITY OF LOCKHART

FOOD BOOTH (CRAFT VENDORS DISREGARD)

This Guideline for Food Service at Special Events is compiled to give patrons of those events assurance of a Vendor's Commitment to Food Safety.

1. All food must be covered, and/or all sides of the vendor booth/trailer must be screened at the Vendor's expense.
2. The booth/trailer must have a top to repel water in the event of rain during the festival.
3. The booth shall have a floor that can be cleaned.
4. All food prepared, stored, or displayed must be in the booth/trailer. **All food must be prepared on-site.**
5. Hand washing facility shall have adequate amounts of water, soap dispenser, and towels (disposable). If cooking utensils are used, the booth/trailer must have two washbasins large enough to wash the utensils. One washbasin for detergent and one washbasin for a Clorox and water solution (one tsp. Clorox per gallon of water). **These washbasins are not to be used for hand washing.** The vendor must have a container to hold all wastewater and dispose of it in a proper manner (not on the ground).
6. All eating utensils shall be disposable (cups, knives, forks, spoons, plates, etc.).
7. Food preparation is to be done on a nonporous surface (cutting boards of hard plastic).
8. Vendors must have a food thermometer in the food booth/trailer.
9. Cold food(s) must be kept at 41 degrees F or below (potentially hazardous food [food that will spoil]). The vendor must supply refrigeration large enough to hold cold food(s) on-site day and night.
10. Hot food item(s) must be kept at 165 degrees F or over (potentially hazardous food [food that will spoil]).
11. Condiments shall be in pumps, squeeze containers, self-closing lids, and/or individually wrapped packages.
12. Ice used for refrigeration cannot be used for consumption.
13. If cooking with grease, all grease must be recovered and disposed of in a proper manner (not on the ground).
14. All items must be stored at least six (6) inches off the ground.
15. All garbage must be placed in a plastic-lined container with a lid.

FOOD HANDLER REGULATIONS

1. You must wear clean outer garments/aprons.
2. You will restrain hair (hats, scarves, or hairnets).
3. Do not work if ill.
4. Wash your hands each time you enter the food area from eating, smoking, restroom, etc.
5. If you are handling food, you must use a disposable, chemically treated towelette.
6. Persons using tongs or individual tissue need not use gloves.
7. No smoking or eating in the booth.
8. No visitors, children, and/or pets are allowed in the booth/trailer.
9. No sleeveless tops to be worn by food vendors.

I have read, understand, and agree to comply with the above requirements.

Signature: _____

Date: _____



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LOCKHART FIRE DEPARTMENT

201 W. Market St., Lockhart, Tx. 78644

(512) 398-2321

TO: ALL CONCESSIONAIRES

FROM: FIRE MARSHAL'S OFFICE

RE: FIRE/LIFE SAFETY CODE REQUIREMENTS

With respect to Fire/Life Safety Code Compliance, the following are MINIMUM REQUIREMENTS that must be met to assure the safety of ALL persons attending this event.

1. **Booths/trailers must be constructed of non-combustible/non-flammable coverings and/or decorative materials (NO EXCEPTIONS).** Canvas tops must be fire retardant, and a copy of the certificate indicating fire retardant treatment within the last three (3) years provided during inspection. **Plastic coverings** used for weather protection and/or required by the Health Inspector shall meet the same requirements as canvas tops.
2. **Portable and/or fixed wiring lighting devices** must be a safe distance from any booth/trailer decorations. Non-combustible materials are to be used for decorations. Flame-retardant-treated materials are preferred. Items such as **hay or straw are strictly prohibited.**
3. **An approved Portable Fire Extinguisher** with a minimum classification rating of **3A:40BC (5lb.)** must be provided for each food booth/trailer that serves food prepared in appliances used primarily for warming. Booths/trailers that prepare food on any open-flame appliances must have at least **one portable fire extinguisher** with a minimum classification rating of **4A:80BC (10 lb.)**. **All booths must have a fire extinguisher.** Each portable fire extinguisher shall have an inspection tag attached, showing the previous inspection conducted by a licensed company **within the last 12 months.**
4. **Non-open-flame cooking devices** (roasters, warmers, etc.) must have full-size non-combustible metal lids with handles that completely cover the appliance. Any solid-fuel-burning device shall also have a lid that completely covers the entire cooking surface.
5. **UL-approved flexible extension cords not exceeding ten (10) feet in length** must be in safe condition (not frayed or spliced). Multi-strip adapters equipped with circuit overload protection must be used to supply power to more than one appliance. Frayed or worn cords are to be repaired or replaced. The Fire Inspector(s) may, at their discretion, order the cord replaced.
6. **Open-flamed cooking appliances using LP gas** must be in good working order. Pressure regulators must be securely connected directly to cylinder valves. **Only approved LP gas hose of 125 psi** or greater is allowed (no flexible or natural gas piping will be allowed). The container may not exceed **100-lb./12-gallon water capacity.** Cylinders must be secured in place with rope, chain, or metal straps. Cylinders or containers may not be located closer than **10 feet** from any permanent building.
7. **Flammable liquids** (Coleman stove fuel, charcoal starter fluid, Kerosene fuel, etc.) **must be stored in approved safety cans (NO EXCEPTIONS)** in a safe location by the Fire Marshal.
8. **Canvas tarps and/or polyethylene plastic coverings** for booths may not be secured with nails or staples over exposed electrical wiring.
9. **Tents in excess of 120 square feet** shall be made of flame retardant materials and shall be affixed with a label identifying as such or a certificate furnished in writing of flame retardant treatment within the last three years.

Any questions regarding the above-listed fire safety regulations should be directed to the Fire Marshal's Office at (512) 398-2739.

VIOLATION OF HEALTH OR FIRE DEPARTMENT REGULATIONS IS CAUSE FOR IMMEDIATE EXPULSION.

I have read, understand, and agree to comply with the above requirements.

Signature: _____

Date: _____