



# Christmas on the Square

## Holiday Gift Market

### SATURDAY, DECEMBER 1, 2018

10 TO 5PM

Phone: (817) 596-3801

Enjoy the spirit of the holiday season this year at Christmas on the Square in Historic Downtown Weatherford. This marketplace will provide citizens a one stop-shop while providing the kids some fun entertainment! All Booths must sell merchandise or host a children's activity; no booths will be permitted to distribute informational materials.

You will be responsible for the set-up/breakdown of your booth and you must provide your own table, extension cord and any other items you may need. If you will be selling **ANY FOOD ITEM**, please see the food handling criteria on the reverse side of this form and be advised that you will be contacted by the City of Weatherford's Health Department for implementing of requirements and permits.

## APPLICATION & PAYMENT DEADLINE: NOVEMBER 1, 2018

Chamber Member (10x10) # of Spaces \_\_\_ x \$50 = \$\_\_\_\_\_

Non Member (10x10) # of Spaces \_\_\_ x \$100 = \$\_\_\_\_\_

\*Non-Profit (10x10) # of Spaces \_\_\_ x \$50 = \$\_\_\_\_\_

\*Must provide a copy of your Tax- Exempt Status

Would you like a corner booth? \_\_\_ x \$10 = \$\_\_\_\_\_

**Generators will not be allowed**

Electricity: 1 outlet per booth max

(110) \_\_\_ x \$30 (220) \_\_\_ x \$40 = \$\_\_\_\_\_

What is electricity for? \_\_\_\_\_

Do you need water hookup? \_\_\_\_\_

**Grand Total = \$\_\_\_\_\_**

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

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

Description of items to be sold (required) **This is strictly a vendor holiday market, no informational booths will be allowed:**

If you wish to pay with a credit card, please complete the following information, or call 817-596-3801 to pay by phone

Name on Card: \_\_\_\_\_ CC#:

Billing Zip Code: \_\_\_\_\_ Exp: \_\_\_\_\_ CVV Number: \_\_\_\_\_

## APPLICATION DEADLINE: NOVEMBER 1, 2018

### Mail to:

Weatherford Chamber of Commerce  
P.O. Box 310  
Weatherford, TX 76086

For more information call the  
Chamber at (817) 596-3801

Or email [gmartinez@weatherford-chamber.com](mailto:gmartinez@weatherford-chamber.com)



[www.weatherford-chamber.com](http://www.weatherford-chamber.com)

## TERMS & CONDITIONS

1. Merchandise and display of participant is subject to the Lessor, Weatherford Chamber of Commerce (WCOC), who reserves the right to require alternation, replacement and deletions of any material or activity which is deemed inappropriate for the festival.
2. Lessor reserves the right to change booth assignments at any time deemed necessary.
3. The undersigned hereby elects to and does release the WCOC and its respective officers, agents and employees for any and all claims, demands, rights or causes of action of whatsoever kind of nature which the undersigned has ever had or may now have or may hereafter have, whether now known or unknown, foreseen or unforeseen, arising from or by reason of or any way connected with any injuries, losses, damages, property damage or loss, or the result thereof, which heretofore has ever or hereafter may be sustained by the undersigned as a result of or in connection with or arising out of the undersigned's participations in Christmas on the Square.
4. The undersigned acknowledges that in the case of severe or hazardous weather or any other act of God, there will be no reimbursement of booth fees or any other monies submitted to the Chamber of Commerce, City of Weatherford or Christmas on the Square (COTS). No money of any kind or amount will be returned except in the case in booth space rejection by the COTS Committee.

By signing below, you are acknowledging that you have read, understood and will abide by the Terms & Conditions of Christmas on the Square.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY:** Date Application Received: \_\_\_\_\_

Payment: Cash, Check, Credit Check No: \_\_\_\_\_ Booth Fee: \_\_\_\_\_ Booth Location #: \_\_\_\_\_

Electricity (\$30/\$40) \_\_\_\_\_ Corner (\$10) \_\_\_\_\_ NSF (\$25) \_\_\_\_\_ Late (\$10) \_\_\_\_\_ Total Amt: \$\_\_\_\_\_

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## ADDITIONAL INFORMATION

1. Payment must accompany application form. Applications will not be reviewed for placement until payment has been received in full. Vendors not accepted will receive a refund
2. Food/Activity Vendors Only, please provide proof of \$1,000,000 insurance upon application submittal. Weatherford Chamber of Commerce must be added as an additional insured to your policy.
3. To be considered for booth placement, all vendors must either be selling merchandise or giving away holiday treats. No informational or political booths will be accepted
4. Acceptance & placement of vendors is at sole discretion of the Christmas on the square (COTS) committee. Applications will be accepted/denied at their discretion.
5. All Food vendors must provide their own trash can and a functioning, readily accessible fire extinguisher. Trash bags and trash removal from the cans during the festival will be provided by COTS Staff. Dumping of grease or other food waste is not allowed
6. Vendors are responsible for trash removal at the end of the day
7. Staking into the pavement for any reason is not allowed
8. Any violators to any rules listed on this application will not be allowed back to COTS
9. Application deadline is November 1st. If postmarked after Nov.1, a \$10 late fee will be assessed.
10. Vendors will be assigned a specific location designated by area and booth. This festival is based on a first come first serve basis and previous vendors are not guaranteed acceptance
11. Vendors are required to furnish their own chairs, tables, awnings, umbrellas and 100 ft. extension cord
12. Applicants will receive notification of acceptance or rejection by Nov 16<sup>th</sup> No refunds will be made for cancellation or removal for cause. NSF Checks must be replaced with a cashier's check or money order. No vendor will be accepted who has not redeemed a NSF check and paid the NSF Check fee of \$25
13. We are a family-friendly festival. As such, profanity, alcohol or offensive related products are not permitted.

## FOOD HANDLING GUIDELINES

HOME PREPARED FOODS ARE NOT ALLOWED. If your organization does not have a licensed commercial kitchen, you must obtain permission to use a kitchen facility which has been approved by the City of Weatherford's Consumers Health Department or obtain prepared foods from an approved source.

Proof of \$1,000,000 Liability Insurance Policy is required of all Mobile Food Vendors and a Certificate of Insurance must accompany the application. Weatherford Chamber of Commerce must be added as an additional Insured to the policy

### Sampling, Food Handouts

Food and beverages must be in individual service containers (disposable cups, paper liners, etc.). Or, if it is self-serve, suitable utensils must be provided for effective dispensing methods that protect food from contamination. An individual must oversee the self-serve station at all times.

- ❖ A sign must be posted in the immediate display area that instructs consumers of the proper procedure for dispensing food items.
- ❖ Food must be single-service portion sized.

### Bare Hand Contact

Food employees may not contact exposed ready-to-eat foods (i.e. breads, brownies, cupcakes, cookies, etc.) with bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single use gloves or dispensing equipment.

If used, single use gloves shall be used for only one task, such as working with ready to eat foods, used for no other purposes and discarded when damaged, soiled or when interruptions occur in the operation.

Note: All temporary Food Establishments and Mobile Food Units must comply with the City of Weatherford's Rules & Regulations. Failure to do so may result in revocation or suspension of permit. The City will inspect your booth the day of the event. Please contact Celina Hernandez, City of Weatherford Consumer Health Department at 817-598-4475 or [chernandez@weatherfordtx.gov](mailto:chernandez@weatherfordtx.gov) to complete the required application and to pay the permit fee. Completed applications along with payment MUST be returned to the Consumer Health Department by 12:00 p.m. Friday, November 9, 2018.