

## Dallas Reggae Festival Vendor Application

Date: Fri Apr 7<sup>th</sup> 5pm - 10pm, Sat Apr 8<sup>th</sup> 1pm - 11pm & Sun Apr 9<sup>th</sup> 1pm - 9pm 2023

Name of the Applicant:

Business Name:

Mailing Address:

City:

State:

Zip:

Email:

Phone:

Cell:

Contact Person:

Describe Business Type:

Please read the information below and fill in the application form if you are interested in a vendor space. Once we receive the application form you will be contacted with further information. Apply early as there are limited spots available.

### VENDOR FEE:

A full payment is required

Vendor fee deadline **Friday Feb 10<sup>th</sup> 2023**

Payment via Eventbrite: <https://DRF23Vendors.Eventbrite.com>

Highlight/Circle around your business type

Vendor Booth	3-day Fee	Sat & Sun Fee	Wristbands
Merchandise (10 x 10 tent)	\$600.00	\$500.00	2
Food (10 x 10 tent)	\$800.00	\$700.00	3
Food (10 x 20 tent) or Open Fire Grills	\$1,200.00	\$1,100.00	4
Food Truck	\$1,500.00	\$1,400.00	5

- You may purchase additional tickets for extra workers
- ONLY the bar vendor will be selling alcoholic beverages and water. \*\*No exception\*\* Any violation vendor will be asked to leave without refund.
- All Open grill and food trucks vendors will need to apply for a mobile food license. Please set up an inspection time with Sandra Long. The application is here:  
[https://addisontexas.net/sites/default/files/fileattachments/development\\_services/page/11021/mobile\\_food\\_unit\\_application.pdf](https://addisontexas.net/sites/default/files/fileattachments/development_services/page/11021/mobile_food_unit_application.pdf)
- Exclusivity is not guaranteed
- Successful vendors may be required to provide proof of liability insurance.
- Electricity and/or power extension cords will not be provided. Generators are allowed.
- Vendor MUST clean up their space. There will be a cleanup fee if space is not cleaned up to the venue satisfaction.

### SCHEDULE:

Friday 04.07.2023 @ 7:00AM – 3:00PM - Set up time (No set up permitted past 3:00PM)  
Friday 04.07.2023 @ 3:00PM – 4:00PM - Inspection by Vendor Coordinator  
Friday 04.07.2023 @ 5:00PM – 9:00PM - Festival Time

Saturday 04.08.2023 @ 7:00AM – 11:00AM – Set up time (No set up permitted past 11:00AM)  
Saturday 04.08.2023 @ 11:00AM – 12:00PM – Inspection by Vendor Coordinator  
Saturday 04.08.2023 @ 1:00 PM – 11:00PM - Festival Time  
Saturday 04.08.2023 @ 11:00PM – 1:00AM – Tear down for those not vending on Sunday

Sunday 04.9.2023 @ 7:00AM – 11:00AM – Set up time (No set up permitted past 11:00AM)  
Sunday 04.9.2023 @ 11:00AM – 12:00PM – Inspection by Vendor Coordinator  
Sunday 04.9.2023 @ 10:00AM – Gates open to public  
Sunday 04.9.2023 @ 1:00 PM – 9:00PM - Festival Time  
Sunday 04.9.2023 @ 9:00PM – 1:00AM – Tear down

By submitting this application, the applicant accepts that this application will act also as a contract. The following are the rules of this agreement.

1. Payment Enforcement – Vendors will not be allowed to enter vendor area, bring equipment, products or merchandise inside Event grounds until all fees or paid in full. Site space selection is determined by order of payment final placement made by the Vendor Manager.
2. Rain Out Policy – If a date is cancelled due to rain, technical problems or an act of God beyond the control of the Festival, and paid vendor cannot make the date the following policy apply:
  - a) Rain Out Policy - vendor may set up at rain date, if no rain date is scheduled, vendor has the option to set up at next year's event. Check with Vendor Manager to see if any other fees still apply.
  - b) No Refunds after **Friday Feb 10<sup>th</sup> 2023**
  - c) Site selection is determined by order of payment.
3. No photography is allowed without the written consent of Dallas Reggae Festival LLC or Frakaz Entertainment LLC.

# FESTIVAL

**CONTACT INFO:**

If you have any vendor-related questions, please contact the Festival Hotline at:

Phone: 832.277.3874

E-mail: DallasReggaeFestival@gmail.com

**SPACE ASSIGNMENTS**

The Dallas Reggae Festival has complete control of Event diagrams and space assignment. The Dallas Reggae Festival reserves the right to make modifications on Event diagrams which are believed to be accurate but only warranted to be approximate. Further, The Dallas Reggae Festival reserves the right to assign space(s) in such a manner as it deems appropriate in its sole and absolute discretion, notwithstanding the foregoing.

**LIABILITY & INSURANCE**

In no event, shall Dallas Reggae Festival, nor their representatives, contractors, nor corporate sponsors of the Event be responsible for any injury, loss nor damage that may occur to the Vendor's employees, agents, contractors, representatives, or property from any cause whatsoever

Acceptance and confirmation, along with booth assignment is determined by date application and full payment is received. Please complete the application completely, including address, all contact information (phone, fax, email. Signature is required! After your application is processed and approved, confirmation will be sent by listed e-mail and posted on vendor website site map.

Dallas Reggae Festival and its ancillary companies retains any and all intellectual property right, trades marks and all other rights in this documents and in any attachments hereto including all rights of original works of authorship, including without limitation, those created and or/referred to in the International Trade Mark & Copyright's Act 17, USC, Sec. 101 et.seq; similar Laws; the Federal and State Trade Secrets Laws. No part of this document and information it contains, marketing contacts or the sole ideas and property may not be use in any manor without the consent of Dallas Reggae Festival.

Full Names: \_\_\_\_\_

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

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

**FESTIVAL**

## Additional requirements

- (a) Food must be pre-cooked.
- (b) Raw foods must be kept at a temperature no warmer than 41° Fahrenheit.
- (c) To the extent practicable, potentially hazardous foods must be cooked to order, and must be aggressively hot held at a temperature no less than 140° Fahrenheit.
- (d) A bleach water rinse must be maintained outside for the purpose of keeping wiping cloths, utensils and food contact surfaces clean and sanitary.
- (e) Sanitary utensils or foodservice gloves must be used for handling ready-to-eat foods.
- (f) Must have a chemical fire extinguisher rated at 2A-10BC. In addition, if charcoal or wood is used for cooking, vendor must have an approved water fire extinguisher of at least two and one-half gallons (Ord. No. 003-012, § 1, 4-22-03)



### Food booths

- Tents must be fire rated for cooking if food will be prepared under the tent
- Food vendors will need to apply for temporary food permit ( See attached Temporary Food Permit Application)
- Food booths will need to apply for a permit a minimum of 2 weeks in advance. Earlier is better. Menu MUST be included
- All food booths must have flooring (tarp or plywood) 3 tub wash sink, hand washing station, clear barrier on serving side of tent (See Temporary Food Event Basics 2020, Temporary Food Event 3 Comp sink, Temporary Handwash Station)
- Food preparation
  - All food should be quick cooking
  - Tents – any cutting, chopping, dicing, should be done in advance in a commercial kitchen.
  - FOOD PREPARED AT HOME IS NOT ALLOWED.
- Food booths will need the following infrastructure
  - Gray water tanks
    - Disposing of water on the ground or into a storm drain is not allowed
  - Grease barrels for any oil for fried foods
  - Access to water for the vendors to replenish from
  - Disposing of water on the ground or into a storm drain is not allowed

### Food trucks

- Food trucks will need to apply for a mobile food permit ( See Mobile Food Unit Application)
- Mobile food units should apply and arrive for permitting inspections a minimum of 3 weeks in advance