



## *Come be part of the Bluebonnet Spirit*

We invite you to join us for the 69th annual Ennis Bluebonnet Trails Festival. Last year we promised we would be back and better than ever. We are ready to fulfill that promise by providing festival guests a safe environment to enjoy all of the activities they missed so much in 2020. We know people are ready to reconnect and re-engage and are looking for an authentic experience provided in part by our unique vendors.

The festival includes 3 full days of unique shopping, delicious food, kids activities, and adult beverages located on the beautiful, newly renovated Dallas St. The live music this year features big names with an energetic vibe including LeFreak, Spazmatics and Infinite Journey. Throughout the entire month of April thousands of people a day flock to Ennis to take in the beauty of the 40 miles of mapped bluebonnet trails. Festival weekend is our largest tourist weekend of the year with people from all over the United States ascending upon downtown looking to shop, eat and enjoy the activities. This year we are partnering with Epicenter Productions, a world class festival and event production company, to ensure we are paving the way to hosting a SAFE event with state of art technologies facilitating temperature checks, crowd control and other safety procedures. We invite you to take part in a successful, well established event to showcase your goods or services.



## **safety measures**

- Gated with two controlled entry sites
- Temperature check at entry
- Limited number of guests based on space required for social distancing
- Walls placed between vendor booths (cohesive tents provided)
- Improved layout and vendor spaces limited
- Mask and hand sanitizer dispensers
- Event staff monitoring masks
- Frequent sanitation of restroom facilities
- Removal of anyone not adhering to proper safety protocols



## Food & Beverage Vendor Application

Thank you for your interest in participating in the Ennis Bluebonnet Trails Festival, a production of the Ennis Garden Club and Epicenter Productions.

Please complete all fields and mark legibly. Incomplete applications may be rejected.

### ABOUT YOU

New Vendor

Returning Vendor

Booth Name: \_\_\_\_\_

Legal Business Name (if applicable): \_\_\_\_\_

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

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

Texas Sales Tax Number: \_\_\_\_\_

Website or Facebook: \_\_\_\_\_

Description of goods for sale:

Please attach photos of your goods and your booth setup for the festival management team.

### **ABOUT YOUR SPACE**

Booth spaces will be assigned by festival management and decisions are final. The festival layout process is complex and designed to maximize the guest experience while creating a favorable business environment for our vendors. Each booth includes a footprint within the festival grounds and your entire booth must fit within the booth borders. You may not place merchandise outside of your booth boundary and you may not solicit customers from outside your booth space. In many cases, your booth may share a boundary with an adjacent booth, so please be courteous with your booth design and setup. Signage that impairs visibility to your neighbors, excessive volume, fumes, or other attributes from your booth that impede the success of your neighbors are prohibited.

**Tent Spaces:** Vendors must use festival provided tent canopies. You may purchase electricity or water for your booth if needed. Since access to power and water are dependent

on proximity to those utilities, these services must be ordered in advance and are not available on show site.

**Food Truck Spaces:** Spaces for Food Trucks are available at specific locations on festival grounds.

	10 x 10 Tent Space	\$350.00	
	10 x 20 Tent Space	\$400.00	
	10 x 20 Food Truck Booth	\$400.00	
	10 x 30 Food Truck Booth	\$450.00	
	Standard Power – 800W 120VAC	\$50.00	
	Dedicated Power – 50A 240VAC	\$85.00	No Power
	Water (within 100 feet of booth)	\$25.00	No Water
	Mandatory Health Permit	\$50.00	
	Internet	\$10.00	
	Late Fee (after March 8th)	\$50.00	
	TOTAL DUE		

Booth Preference Notes:

### **Vendor Rules and Regulations**

**Hours of Operation** – Vendors are required to be open and present during ALL hours of operation. Vendors who fail to keep their booth open may be subject to removal from future participation. Loading out early is forbidden.

**Parking and Vehicular Access** – ALL vehicles must be removed from the event site 60 minutes prior to opening. At load out, no vehicles may enter the festival space until we have received authorization from the Police department. Any vendor who violates these rules may forfeit their space without refund. Vendors may only park in legal, designated parking areas. Festival management will not be responsible for parking fines or towing fees for illegally parked vehicles. Please place your vendor parking pass on the dash of your vehicle, and be sure to write your phone number on it in case we need to reach you about your vehicle.

**Goods for Sale** – Vendors may only sell goods and services as described in the initial application. Vendors may not sell the following: Alcoholic beverages, controlled substances, counterfeit products, weapons, or any products that may be lewd, offensive, discriminatory, vulgar or that festival management deems “Not suitable for a family friendly environment”. Vendors may not sell or solicit customers in any area outside of their purchased booth space. It is the vendor's responsibility to protect their merchandise from theft, weather, and children.

**Signage**- Vendors are encouraged to use attractive signage for their booth. However, signage may only be placed inside the booth or attached to the vendor tent. All signage shall be secured in such a manner to protect from high winds. Festival management reserves the right to remove signage that is deemed insecure or dangerous.

**Pets**- Food vendors may not bring pets to the festival.

**Insurance**- Vendors are required to have public liability and property damage insurance naming the Ennis Garden Club, the City of Ennis, and Epicenter Products as co-insured in amount not less than \$1 Million US Dollars per occurrence, \$1 Million aggregate.

**Subleasing**- Vendors may not sublease any portion of their space to other merchants.

**Permits, Licenses, Taxes**- It is the vendor's responsibility to collect any applicable sales taxes and to secure any permits or licenses required by any authority having jurisdiction. The current Sales Tax rate for Ennis is 8.25%. Food Vendors must obtain a Health Inspection prior to opening.

**Tents**- Vendors shall use provided tent canopies, which shall be uniform in appearance, properly secured, and constructed prior to vendor load in by festival management. Vendors may secure signage to provided canopies using zip ties. Vendors may not move, alter, deface, or deconstruct provided canopies. Festival management reserves the right to remove any unauthorized tents. Provided tent canopies shall be constructed of aluminum poles with white rooftops, white sidewalls between vendor spaces, and proper ballast and straps to protect from inclement weather. Additional sidewalls are not provided, however, vendors may bring their own sidewalls and/or tarps to secure merchandise during non-operating hours.

**Overnight Security-** The festival will provide overnight security during festival dates. However, vendors are solely responsible for securing their assets when not present in their booth. Please make sure your space is secured before leaving each evening. In the event of overnight inclement weather, the security team will NOT be able to protect your assets.

**Water-** non-potable water, if purchased, will be located within 100 feet of your booth space. Vendors are responsible for supplying their own hoses. Gray water must be collected and contained within the booth- vendors who allow used water to drain onto the street or into the storm drains will have their water service terminated without refund.

**Power-** The standard power allotment is 800W at 120V AC power, and is supplied to you through a single NEMA 15R (Edison) receptacle located within 25 feet of your booth. Vendors are encouraged to bring a 25 foot 3-prong extension cord and a power strip for connections in their booth. Vendors who exceed the power allocation they have purchased will be asked to unplug items until their demand is at or below the power allocation they have purchased. How much power do you need? The standard power allocation of 800W will power a laptop and phone charger, small fan, and a handful of LED light fixtures. The larger Dedicated Power allocation of 50A / 240V will power most food trucks. To determine how much power you need- look at the Ratings Label attached to all your appliances/electrical equipment- the label should indicate the device requires 120V and \_\_\_\_W. Simply add all of the Watts numbers to figure your total need. In the event the label does not list Watts, but instead shows 120V and \_\_\_\_A, simply multiply the 120 by the Amps. For instance, if your fan is 120V 0.6A, then your watts would be  $120 \times 0.6 = 72$  Watts. Please be advised that the National Electrical Code requires outdoor outlets to utilize GFCI outlets, and during rain, vendor power may be adversely affected. Our electrical team will do everything possible to restore power as quickly as possible, but no refunds will be provided in the event electrical power is affected by weather. Vendor power will ONLY be available from 2 hours prior to festival doors to one hour past festival close. Vendor power should NOT be used to protect perishables overnight! Please note Generators are not allowed unless written permission is granted by festival management.

**Surface Protection-** Vendors are responsible for preventing wax, paint, grease, oil, and any other byproduct of their booth from coming into contact with the sidewalk/street. Vendors may be asked to lay down a protective tarp and then a plywood floor on top to protect the underlying surface. Any vendor who leaves a mess behind will be responsible for cleaning charges. This includes any stains caused by oil or grease or food dyes.

**Health and Fire Regulations-** Cooking without an overhead canopy is prohibited, and cooking with an open flame under a canopy is prohibited. BBQ grills must be protected from access by children. All food vendors are required to schedule an inspection and obtain a Health Permit from the City of Ennis Public Health Department at <https://www.ennistx.gov/Iwanttosellfoodtothepublic> once your application has been approved.

As a reminder, your food truck or tent must be equipped with a suitable fire extinguisher and propane tanks must be secured to prevent falling over. At no time can propane tanks be used for securing your canopy signage.

**Trash-** Vendors are responsible for collecting their trash, into heavy duty trash bags, and placing trash in the designated areas for our teams to collect. Please do not leave leftover food in your booths overnight to prevent critters from visiting. At load out, please leave your space clean. This includes any cable ties you may have clipped from signage!

**Vendor Dispute Resolution-** From time to time, neighbors can disagree on things. Should this happen, please notify festival management.

**Ice-** bagged ice is available for purchase at the Beer Garden bar for \$5 per bag.

### **Tips and Tricks for a Successful Event**

Festivals can be fun but they can also be stressful. Here are some key tips, tricks, and a punchlist of things to remember.

Be Inviting and Engaging! – a well lit, well signed booth, with a smiling face and a friendly salutation is the best way to get customers to notice your booth and engage in conversation. If you act interested in people, they will become interested in you. Do not sit behind your table, staring down at your phone for half the day, and then come to the management office and complain about slow sales.

Dress- Hot afternoons can turn into cold evenings, so be sure to dress for the weather and bring a jacket for later.

Hydration- Be sure to drink water throughout the day to prevent dehydration and early fatigue.

***Here is a list of things to remember to bring with you:***

*Bug Spray*

*Phone Charger*

*Cable Ties*

*Chair*

*Tarp in case of rain*

*Rope (for the tarp)*

*Extension Cord and Power Strip (if you ordered electricity)*

*Change (Management cannot make change on site)*

*Your Smile*

## VENDOR AGREEMENT

I hereby make application to exhibit at the Bluebonnet Trails Festival presented by the Ennis Garden Club, April 16-18, 2021 in Ennis, Texas. I understand that my application is subject to approval from the Festival Management team, and that my participation is not guaranteed until I receive a signed acceptance letter from the Ennis Garden Club.

If accepted, I agree to adhere to the Vendor Rules and Regulations aforementioned. I also agree to hold harmless and indemnify the Ennis Garden Club, the City of Ennis, and Epicenter Productions from any claims resulting from my participation in the festival. I understand that failure to comply with the rules and regulations may result in my expulsion from the festival and disqualify me from participating in future events.

I acknowledge that upon acceptance, my payment will be deposited and I will receive a vendor packet by mail with my receipt, booth selection, credentials and parking passes.

I certify that my goods and services are as represented, and I will not sell counterfeit merchandise, or goods that are used, remanufactured, B-stock, or factory seconds without disclosing them as such.

I agree to collect sales tax as applicable and to submit those taxes as per the Texas Comptroller. I will display my Sales Tax Permit in my booth at all times.

I understand this is an outdoor festival and will be held rain or shine. In the event of inclement weather, festival hours may be modified or cancelled. There will be no refunds in the event festival hours are reduced or cancelled.

Check or Money Order is payable to Ennis Garden Club. Mail payment and all completed paperwork to Ennis Garden Club, P. O. Box 784, Ennis, TX, 75120

Date

Signature

Printed Name



*TO BE COMPLETED BY FESTIVAL MANAGEMENT*

*Date Reviewed* \_\_\_\_\_ *By* \_\_\_\_\_

*Vender Notes*

*Approved*

*Rejected*

*Reason:* \_\_\_\_\_

*Health Permit*

*COVID/HH Waiver*

*Insurance / Waiver*

*Tax Resale*

*501/C3 Ruling*

*Payment Completed*



City of Ennis  
Department of Health Services

105 S. Preston Street  
Ennis, TX 75119

Ph # (972) 875-6442 Fax # (972) 875-8540  
Email: [healthdept@ennistx.gov](mailto:healthdept@ennistx.gov) Website: <http://www.ennistx.gov>

**A FEW FOOD SAFETY TIPS  
AT TEMPORARY EVENTS:**

**No Home Prepared Foods  
Allowed**

**Mechanical refrigeration or  
draining ice** must be capable  
of maintaining an **internal  
product temperature of 41°F  
or below.** **Cold holding**

**Hot holding equipment**  
must be capable of  
maintaining an **internal  
product temperature of  
135°F or above.**

**Reheat all foods to 165°F  
or above.**

Utensils that have come in  
contact with raw animal  
products must be cleaned  
and sanitized prior to re-use.  
(For example, cutting boards  
used for cutting meat must be  
**washed, rinsed, and  
sanitized prior to being  
used** for preparing onions for  
sandwiches.)

**Grill cooking:** Separate  
utensils shall be used for  
handling partially cooked  
and ready-to-eat meats and  
poultry. (For example, use a  
spatula for flipping burgers so  
that are being cooked and  
use another spatula for  
removing the fully cooked  
burgers from the grill.)

Food and utensils must be  
stored at **6 inches above the  
floor or ground.**

**Permit Fees Are As Follows**

Temporary Food Establishment Permit Fee ----- \$50.00 per booth, per event  
Annual Mobile Food Truck Permit Fee ----- \$150.00 per unit, per year

**All Permit Fees Are Non-Refundable**

**Temporary / Mobile Food Permit Application Form**

**Please Print Clearly**

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

**Address:** \_\_\_\_\_

**Home or Business phone #:** \_\_\_\_\_

**Cell phone#:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Owner or Person in Charge:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Date(s) and Time of Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **to** \_\_\_\_\_

**Addresses/Locations of Food Service:** \_\_\_\_\_

**Permit Type (Check One That Applies):**

\_\_\_\_\_ **Temporary Food** - A Provisional Food Establishment Operating at a Fixed Location in Conjunction with an Event or Celebration.

\_\_\_\_\_ **Mobile Food Unit** - A truck, pushcart or other vehicle, Designed, Equipped and Operated as a Movable Food Establishment.

**List of Foods to Be Sold:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe Equipment/ Procedures:**

**Hot Holding:** \_\_\_\_\_

**Cold Holding:** \_\_\_\_\_

**Handwashing/ Utensil Washing Set up:** \_\_\_\_\_

**Describe Food Transportation/ Storage:** \_\_\_\_\_

**Describe Food Source (Note: Home Prepared Food is Not Allowed including Ice):**

\_\_\_\_\_

**\*\*\* IMPORTANT - PLEASE NOTICES \*\*\***

NO OPEN **POTENTIALLY HAZARDOUS** FOOD WILL BE ALLOWED TO BE SOLD TO THE PUBLIC **UNLESS** THE VENDOR IS EQUIPPED WITH  
UTENSIL WASHING SET UP, HAND WASHING FACILITIES/ SET UP, A FOOD THERMOMETER AND REFRIGERATION OR DRAINING ICE/ HOT HOLDING UNITS FOR FOOD  
STORAGE.

(POTENTIALLY HAZARDOUS FOODS ARE THOSE WHICH CONTAIN, IN WHOLE OR IN PART, OF MILK, MILK PRODUCTS, EGGS, MEAT, POULTRY, FISH OR SHELLFISH, FOODS IN HERMETICALLY  
SEALED CONTAINERS THAT DO NOT REQUIRE REFRIGERATION ARE EXCLUDED FROM THE DEFINITION OF POTENTIALLY HAZARDOUS FOOD)

**Notice to Temporary Food Vendors Please Review a Copy of the Temporary Food Establishment Checklist. Have it available at your Pre-Opening Inspection.  
Provide a Copy of your Sales Tax I.D. or Non-profit 501 (C) 3 Exemption with this completed application. VIEW... <http://www.ennistx.gov/i-want-to-sale-food-to-the-public/>**

**Imminent Health Hazard** – an extended interruption of electrical or water service, complete lack of water under pressure, complete lack of refrigeration, sewage backup, misuse of poisonous  
or toxic materials, ill food worker(s), onset of an apparent food-borne illness outbreak, gross insanitary occurrence or condition, or any other circumstance that may endanger public health

**The vending booth/vehicle will be close in the event of an imminent health hazard (see definition above).** If the Health Department observes that the booth/vehicle has been in operation  
during the presence of an imminent health hazard, the temporary food establishment permit will be immediately suspended and all food that is determined to have been compromised due to  
the hazard will be discarded.

**PLEASE CONTACT THE HEALTH DEPARTMENT AT (972) 875-6442 IF YOU HAVE ANY QUESTIONS.**

*I certify that all facts in this application are true and correct and that my food establishment will be maintained and operated in accordance with City  
Ordinance Section 10, Article VI, Food Service and the Texas Food Establishment Rules as adopted by the City of Ennis. **All Fees Are Non-Refundable.***

**Signature:** \_\_\_\_\_ **Print name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Departmental Use:**

**Date**

**Reviewed** \_\_\_\_\_

**Fee**

**Provided** \_\_\_\_\_

**Permit Issued** \_\_\_\_\_

**Permit Denied** \_\_\_\_\_

**Reviewed By** \_\_\_\_\_