



Food Vendor Application 2019-20 Special Events

TO APPLY FOR CONSIDERATION:

A completed Food Vendor Application and two photos of your booth (including signage) must be submitted for consideration to: Pearland Parks & Recreation, Attn: Special Events, 4141 Bailey Road, Pearland, TX 77584.

<mailto:events@pearlandtx.gov>

The application deadline is six weeks prior to event date.

METHOD OF SELECTION:

Pearland Parks & Recreation Department can only accept a limited number of food Vendors. Vendors are evaluated on overall event experience, experience and loyalty with Pearland Parks & Recreation, overall booth attractiveness (including signage), diversity of items/services, prices and green initiatives. Vendors will be scored on a 1-5 point scale for each of the listed criteria. A score less than twelve (12) will not be considered. In the event of a tie, applicants will be chosen based on when the application was received.

NOTIFICATION OF ACCEPTANCE:

Applicants will be notified via email of all approved items/services and other information regarding the event at least four weeks before event date. Once accepted, selected vendors must remit payment by the deadline outlined in the acceptance letter. **THIS IS ONLY AN APPLICATION. COMPLETING AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE.**

DEPOSIT FEE:

A \$50 deposit must accompany the booth fee when approved. A refund of the deposit is determined at the conclusion of the event by the condition of the booth site (cleanliness, damage incurred, etc.) as well as adherence to rules and regulations outlined in this application. If violations occur, the full \$50 deposit will be retained by Pearland Parks & Recreation. If a contracted vendor chooses to cancel their appearance at an event for any reason, the deposit will not be refunded.

MENU ITEMS:

The Parks & Recreation Department reserves the right to select the types of food to be sold in order to minimize duplication and retains the right to deny the selling of any particular menu item. In such an instance, the vendor will be contacted to discuss alternatives. Priority will be given to those that apply first. Signage should include the description of the product along with price and should be legible and visible at the location where orders are taken. There is no guarantee that you will be the sole vendor or the sole vendor of any particular food item. On the application provided, please fill in your menu choices based on which tier your company falls under.

Tier I: Full Service Food Vendor - Each vendor may have 3 main menu choices and up to 3 side dish choices.

Examples are: Main Menu – Hot Dog, Hamburger and Sausage on a Stick. Side Dish – French Fries, Onion Rings, Deep Fried Oreos

Packaged items such as chips and candy bars can be sold as well and are not considered a menu choice.

Tier II: Single Item Food Vendor – Each vendor may only have 1 main menu choice. **Examples are:** Ice Cream, Kettle Corn, Snow Cones. Water and Soda can be sold as well and are not considered a menu choice.

No alcoholic beverages can be sold out of your booth at any time. A confirmation of all approved menu items will be provided along with notice of acceptance prior to the event. Vendors must agree to only sell approved menu items.

_____ *Initial*

By signing, I certify that I have read the above and my company agrees to abide by the guidelines.

BOOTH SPACE/LOCATION:

Standard booth space is 10' x 10' (pit space will be accommodated for with prior approval). If you need larger booth space (i.e food trucks, trailers, etc.), you must seek approval from the event coordinator. All events are outdoors. Vendors will also have the opportunity to promote your company/business on-site with coupons, menus, promotional materials and name-identified uniformed employees. Booth location is determined by Pearland Parks & Recreation and is non-transferable.

EQUIPMENT/ELECTRICITY:

Vendors are responsible for providing all operational equipment, including but not limited to: tables, chairs, canopies, tents, ice, etc. Vendors must bring their own power supply and extension cords. Vendors must bring their own water container for filling as necessary, as running water will not be provided.

DECORATIONS:

All decorations must be tasteful and reflect the theme of each individual event. No combustible decorations shall be located under cooking tents. Decorations in all tents that are not used for cooking, shall be limited to combustible decorations on 10 percent of walls and ceilings unless treated with flame retardant criteria of NFPA 701.(IFC 2404.2) Decorations must be within boundaries of allotted booth space. The ground, pavement, walls, poles, etc., surrounding booth space must not be damaged or defaced in any way. If vendor damages any event property, in any way (nails, staples, paint, etc.), vendor agrees to pay damages therein.

MARKETING/PROMOTION:

Vendors agree that all marketing and promotional material will be distributed ONLY from assigned booth location. No member of the organization is to distribute information verbal or printed more than five (5) feet from the assigned booth space. Violating this policy will cause your organization to be dismissed from the event grounds without a refund of deposit or booth fee. In addition, your organization will not be allowed to participate in future City organized events.

VENDOR BEHAVIOR:

Vendors agree to behave in a professional manner or be dismissed from the event grounds without a refund. Any vendor suspected of alcohol or drug usage during the event, set-up or take-down will be dismissed from the event without a refund. Excessive complaints (two or more) from event participants, staff, or patrons will result in dismissal from the event grounds without a refund of deposit or booth fee. In addition, your organization will not be allowed to participate in future City organized events.

EVENT HOURS:

Vendor agrees to operate throughout all hours of the event and agrees to remain in booth until official closing time. Vendors that leave prior to the event closing time will forfeit their \$50 deposit. **If vendor arrives past the specified set-up time for the event, vendor will not be allowed admittance and a refund of the deposit and booth fee will not be given. If a vendor does not show up on the day of the event this will result in a forfeit of your deposit and booth fee will be retained.**

INSURANCE REQUIREMENTS:

Before being allowed to sell/sample, concessions vendors must provide an Acord Form 25 Certificate of Liability Insurance that shows at least the following coverage:

- General liability insurance coverage including products liability.
- At least \$1,000,000 limit of coverage for single occurrences and \$2,000,000 aggregate.

The certificate must list "City of Pearland, 3519 Liberty Dr., Pearland, TX 77581" as additional insured." This exact wording and coverage is required on all certificates or the vendor will not be allowed to sell/sample.

PROPANE/GRILLING:

Propane and grilling are both allowed for cooking. All state and city fire regulations must be followed. ***The use of a drip pan or plywood placed under the grill and fryers is strictly enforced.*** Grease stains on concrete will result in a forfeit of deposit.

_____ *Initial*

By signing, I certify that I have read the above and my company agrees to abide by the guidelines.

MOBILE FOOD UNIT APPLICATION:

A Mobile Food Unit (MFU) is a vehicle designed to be a readily movable, self-contained food service operation, as defined in Tex. Admin. Code 228.2(85). A MFU does not mean a stand or booth. MFUs may NOT obtain a Temporary Food Establishment License. Any MFU wishing to operate in the City of Pearland must obtain a Mobile Food Unit License prior to operating in the City of Pearland. MFU licenses are issued for a period of 12 months. A [Mobile Food Unit Dealer's application](#) can be found online at pearlandtx.gov. The application and license fee must be submitted to the Permits Department for processing at least fourteen (14) calendar days prior to the first event which the Mobile Food Unit wishes to operate. A Fire Marshal and Health inspection must be performed and approved prior to the issuance of the MFU license. Please call 281.652.1766 to schedule your inspections once you have applied and submitted your licensing fee.

TEMPORARY FOOD ESTABLISHMENTS APPLICATION:

A Temporary Food Establishments application may be submitted for certain food vendors. Outdoor tent, stand and/or booth vendors other than mobile food units may apply for a Temporary Food Establishment License. Applicants must submit a Temporary Food Establishment application for approval at least fourteen (14) calendar days prior to the event. A Temporary Food Establishment License must be obtained before a temporary establishment may open. A license fee and a copy of non-profit status must accompany the application. State and local health requirements will be strictly enforced. The Temporary Food Establishment License must be displayed and inspections may be conducted at any time prior to or during hours of operation. A [Temporary Food Establishment application](#) can be found online at pearlandtx.gov and must be submitted to the Permits Department for processing.

FIRE CODE:

The City of Pearland Fire Marshal, in accordance with the City's Fire Code, has established the following guidelines and criteria for all booths. : (1) All booths with any cooking or heat-producing device, and all booths using a power source of any type, must have **a minimum 2A10BC portable fire extinguisher for outdoor operations, every 75 ft. of travel distance. A mobile food truck needs a Class K extinguisher in the kitchen along with a commercial cooking fire suppression system (IFC 906, 904.1). All must have a current inspection tag attached.** (2) Cooking devices must be at least 10 feet from any building (IFC 308.1). (3) Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire code official (IFC 2404.7). (4) Charcoal burners, solid fuel cookers, and barbecue pits shall be listed for their intended use and shall not be used inside a structure unless specifically intended or listed for inside use. If used outside of structure, burners, cookers and pits must be barricaded or fenced for safety and is the sole responsibility of vendor (City ordinance 308.3.1). (5) Tents, canopies, or membrane structures where cooking is performed must be 10 feet from a building and 20 feet from others tents or canopies (IFC 2404.15.5). (6) All cooking tents or canopies, all tents greater than 200 square feet, and all canopies greater than 400 square feet will require permits from the City including certification they have been treated with flame retardant criteria of NFPA 701 (IFC 2404.2) (IFC 2403.2, 2404.15.5).

_____ (Initial) I certify that I have read the above fire code requirements and that my booth meets all guidelines listed above.

I certify that I have read the above and agree to meet all City of Pearland licensing requirements.

GENERAL SUPERVISION:

Vendor is an independent contractor and retains the sole right to control and/or direct the manner in which the services described herein are to be performed and details of all work performed by the vendor, its employees and representatives. Subject to the foregoing, Pearland Parks & Recreation retains the right to inspect the progress of the work performed by the vendor. Pearland Parks & Recreation has the limited right to stop the work, to prescribe alterations and generally oversee the work only to insure its conformity with that specified herein. Pearland Parks and Recreation's general oversight is in no way intended to assume control or to direct the details of the vendor's work, which duties remain solely with the vendor.

DISCLAIMER:

The event will be held rain or shine to the best abilities of the Pearland Parks & Recreation Department. Pearland Parks & Recreation makes no representation as to the number of potential event attendees and assumes no liability for any financial loss due to vendor's operation at the event.

INDEMNITY:

VENDOR SHALL PROTEST, DEFEND, INDEMNIFY AND HOLD THE CITY OF PEARLAND AND ALL THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS, THE EVENT SPONSORS AND THEIR AFFILIATES FREE AND HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, CAUSES OF ACTION, SUITS OR OTHER LITIGATION (INCLUDING ALL COSTS THEREOF AND ATTORNEY'S FEES) OF EVERY KIND AND CHARACTER ARISING AGAINST THE CITY OF PEARLAND AND ALL THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS, THE EVENT SPONSORS AND THEIR AFFILIATES OR ANY THIRD PARTY (INCLUDING BUT NOT LIMITED TO, PERSONNEL FURNISHED BY VENDOR OR ITS VENDORS AND SUBCONTRACTORS OF ANY TIER) ON ACCOUNT OF BODILY INJURY (INCLUDING DEATH) OR DAMAGE TO OR LOSS OF PROPERTY IS CAUSED BY THE NEGLIGENCE, GROSS NEGLIGENCE, WILLFUL ACTS OR CONDUCT AND/OR STRICT LIABILITY OF VENDOR, ITS VENDORS OR SUBCONTRACTORS OR ANY OF THEIR RESPECTIVE OFFICERS, DIRECTORS OR EMPLOYEES, OR ANYONE OR MORE OF THEM IN CONNECTION WITH THE EVENT.

I have read and agree to the contents of the City of Pearland's food vendor information that has been provided.

Vendor Signature

Printed Name

Date

2019-20 FOOD VENDOR APPLICATION



Company Name _____

Contact Name _____

Phone _____ Email _____

Mailing Address _____

City _____ State _____ Zip _____

Alternate Contact _____ Phone _____

Will your space consist of a trailer or tent? (Check One) Trailer Tent Truck

Size –length and width in feet: _____

Window or serving side: Driver Passenger Other: _____

Please list any other equipment you will use: _____

Booth fees and deposits are NOT due until your application has been accepted.
Checks can be made payable to “City of Pearland”.

Date	Event	Booth Fee	# of Booths (Booth size is 10'x 10')
January 25, 2020 9 a.m. - 5 p.m.	Winterfest	Tier 1 - \$200 Tier II - \$100	
March 21, 2020 9 a.m. – 3 p.m.	Paws in the Park	Tier I - \$100 Tier II - \$50	
April 18, 2020 10 a.m. – 2 p.m.	Earth Day Celebration	Tier I - \$100 Tier II - \$50	
Friday's May 1 – June 26, 2020 7 – 9 p.m.	Concerts in the Park	\$25 (per concert)	
July 4, 2019	Celebration of Freedom	Tier I - \$125 Tier II - \$50	

FOOD CONCESSIONAIRE ITEM DESCRIPTION

Please list all items you wish to be considered to be sold.

Items to be Sold & Description	Selling Price
#1 Main Item:	
#2 Main Item:	
#3 Main Item:	
#1 Side Item:	
#2 Side Item:	
#3 Side Item:	

Are you selling packaged items as well? If so, please list items:

LIST EXPERIENCE WITH THE CITY OF PEARLAND

Event Name	Year

LIST OTHER EVENT EXPERIENCE

Event Name	Contact Name	Contact Phone

Recycle



You can help!

It is our goal at Pearland Parks & Recreation to improve and preserve the natural environment by increasing recycling efforts at city sponsored events. We want to work with our vendors and staff to recycle waste and to use recyclable products as much as possible.

Take a look at a few easy ways that you can REDUCE – REUSE – RECYCLE

- ◆ Store napkins behind the counter: Give only one per customer.
- ◆ Limit use of disposables (plastic ware, napkins, etc.).
- ◆ Use “pump” condiment dispensers (refillable) instead of small packets.
- ◆ Rethink food containers (is paper lining in addition to cardboard baskets necessary, paper is better than Styrofoam, etc.).
- ◆ Offer a reusable drink container and discounted refills.
- ◆ Do not dispense straws or lids.
- ◆ Use reusable containers to transport food to the festival site.
- ◆ Use washable cloth towels or sponges to clean up instead of disposables.
- ◆ Use recycled products made from the highest post-consumer waste percentage possible.
- ◆ When disposable items are necessary, buy recycled and unbleached paper.
- ◆ Save food waste for animal consumption or composting.
- ◆ Donate leftovers to area shelters.
- ◆ Offer smaller portions to reduce food waste by customers with “eyes bigger than their stomachs.”
- ◆ Use non-toxic cleaners and buy cleaners in bulk, or use concentrates.
- ◆ Ask your suppliers to transport products without corrugated boxes or in reusable boxes.
- ◆ Share little used items with neighboring vendors.
- ◆ Avoid bringing more than you have to.
- ◆ Come up with additional ways to reduce waste and save money and apply them.
- ◆ Encourage your employees to be creative in coming up with ideas to reduce waste.

We are implementing new “green” practices in our work every day. We hope that you will too. Eventually, as these practices become more widely available and used, we may even start to choose vendors partially based on these principles. So, why wait? Get a head start now and be a leader in your business, industry and community!

LIST GREEN INITIATIVES

Please list the steps you will take at your booth to help green our events!

Office Use Only
Company Name _____

Date Received _____

VENDOR SCORE SHEET

Category	1	2	3	4	5	Notes
Menu Selection						
Food Pricing						
Booth Appearance						
Green Initiative						
Overall Event Experience						
Experience with COP						

	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Date Notified:		Staff Initials:
Active Account:	Individual <input type="checkbox"/>	Organization <input type="checkbox"/>
Invoice Created:		Invoice Sent:
Paid:		Things to Know Sent:
Deposit Refund:		Staff Initials:

Comments:
