



6th ANNUAL CEDAR BARK PARK FESTIVAL
PET BOOTH VENDOR APPLICATION

Saturday, October 12, 2019 from 12:00pm – 2:30 pm
 Veterans Memorial Park - 2525 W. New Hope Drive Cedar Park, TX 78613

PET BOOTH

First & Last Name _____

Business Name _____

Street Address _____

City/State/Zip _____

Cell Phone _____

Email Address _____

Website _____

Date of Birth: _____

BOOTH REQUEST

*All applications are subject to approval

ALL OUTDOOR

Booth Fee \$40

Nonprofit: \$20 – must provide the 501(C)(3)

Total Payment Enclosed \$ _____

How did you hear about the Cedar Bark Park Festival?

CATEGORY

PET ACCESSORIES (toys, collars, leashes, etc.)

PET FOOD (must have product for sale at booth)

PET ART

PET RESCUE

PET ADOPTION

OTHER: _____

Brief Description of Products: _____

APPLICATION DEADLINE – September 26, 2019

Checks payable to “City of Cedar Park”
 Mail or deliver application & payment to:

City of Cedar Park, PARD
 ATTN: Hailey Harp
 1435 Main Street
 Cedar Park, TX 78613

OR Email completed application to:
 hailey.harp@cedarparktexas.gov

Pay by Visa or MasterCard over the phone 512-401-5528.

<i>Office Use Only</i>			
Date Application Received	____/____/2019		
Amount Paid \$	_____		
Paid by	Cash	Credit Card	Check/MO
Application Approved	Yes	No	
Receipt Number	_____		
Vendor Notified on	____/____/2019		



Cedar Bark Festival – Pet Vendor Information
October 12, 2019 12:00 pm- 2:30 pm
2525 W. New Hope Drive, Cedar Park TX 78613

Vendors

Vendors must be on-site and remain open at all times for the days requested on your application. The event is scheduled for Saturday, October 12th from 12 pm – 2:30 pm.

- Attendees must approach the vendors’ area to purchase items; soliciting is strictly prohibited.
- Flyers, advertisements and any forms of marketing, are not allowed to be placed on cars in any parking area.
- The City of Cedar Park does not assume any responsibility for safety of vendor property and is not responsible for damaged property, broken equipment or stolen equipment of inventory.

Layout

Layout of the event, including vendor locations, is at the discretion of event management and is subject to many factors including weather, crowd movement and booth needs.

Vendor Application, Payment & Cancellations

All applications require approval. Please complete the application neatly, completely and thoroughly. There will be no refunds after September 28, 2019. Refund requests prior to this date will incur a \$7 handling fee. The collection and payment of sales taxes is the vendor’s responsibility. Booth space is non-transferable and cannot be sublet. Only the applying vendor along with their specified product(s) may occupy the space.

Booth sizes

Full booth sizes are approximately 100 square feet (10 ft. x 10 ft.).

Electricity

Electricity is not available.

Tables/Chairs/Outdoor Tents

You are responsible for supplying your own table, chairs and a shelter that must fit in your area. **Each leg of a vendor’s shelter (tent, canopy, umbrella) or free-standing vendor signage must be weighted down in a secure, safe fashion with 40 pounds of weight on each leg.**

Set-up/Teardown

You will receive an email the week of October 7th informing you of your spot and instructions for set up times. Teardown takes place no sooner than 2:30 pm on Saturday. Any teardowns before 2:30 pm are strictly prohibited, and you will forfeit any opportunity to sell at our future events. The City does not supply help for assembling/disassembling vendors’ booths. Vendors are responsible for their own trash and keeping their booth space clean. Trash containers are provided nearby for your convenience. All boxes/containers must be broken down before being placed in the recycling/garbage receptacles.

Cancellations/Inclement Weather

If the City will has to cancel the fair, we will offer the following:

- Refund
- Transfer your application/payment to a future fair.

Signature: _____ Date: _____