LEWISVILLE
Deep Roots. Broad Wings. Bright Future.
Convention & Visitors Bureau

ColorPalooza

A Celebration of Spring

Saturday, April 8, 2017, 10 a.m. – 5 p.m.

ColorPalooza, designed to showcase the rich cultural, artistic and ecofriendly spirit of Lewisville, invites attendees to experience a day of creativity, education, hands on art activities and displays in Old Town Lewisville. The event will also include a variety of performances from cultural groups, musicians and more.

Application packets must be completed in full before submitted applications will be considered. For consideration, please follow the application instructions below.

Application Instructions

Vendor applications can be downloaded at **LewisvilleColorPalooza.**com and returned to the City of Lewisville. Applications **must** include a certificate of insurance (if required; see below for details) and vendor booth payment.

Submitted applications must include the following:

- Completed Application.
- Certificate of Insurance **(required for: any vendor who will come into contact with citizens. Examples: food vendors, food sampling, face painters, etc.)**
- Payment in full by check or money order payable to the City of Lewisville. **Cash will not be accepted.**

Vendor spaces are very limited and are on a first-come, first-serve basis.
If you have been confirmed as a vendor you will receive a vendor packet via e-mail 2-4 weeks prior to the event.

Deadlines

Cancellation Refund Deadline	Friday, February 17, 2017
Application Deadline	**Friday, March 3, 2017**
Certificate of Insurance	Friday, March 3, 2017
Late Fee Charge Begins	Saturday, March 4, 2017
No Applications Accepted After	Friday, March 24, 2017

Make checks/money orders payable to City of Lewisville and send with completed application to:

Lewisville CVB
Attn: Jamie Milstead
P.O. Box 299002
Lewisville, Texas 75029-9002
jmilstead@cityoflewisville.com
Phone: 972.219.5082 * Fax: 972.219.3719

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Non-Profit Application

To qualify for this type of vendor, vendors must have and be able to present a valid, 501c(3) or 501c(6) certificate designating them as a non-profit organization, or they need to be able to show affiliation with an established national non-profit organization. No food or beverages can be sold or given away by the vendor unless the vendor's primary business is food & beverage sales, and they have been permitted by City of Lewisville as a food & beverage establishment.

We encourage our non-profit organizations to host an arts & craft activity at their booths to reinforce the theme of the festival.

Vendor/Business Name: _____ Contact Name: _____

Address: _____ City/State/Zip: _____

Email: _____ Cell: _____ Website Address: _____

Description of items to be exhibited/or activity hosted:

_____

_____

Booth set-up time & date will be communicated within 2 weeks of the event.

☐ Booth space (10x10)	$75	$_____	
☐ Booth space (10x20)	$115	$_____	
☐ Booth space (10x30)	$175	$_____	
☐ Electricity 110v/30 amps or less	$60	$_____	(1 standard outlet with 2 plugs)
☐ Electricity 110v/31-60 amps	$110	$_____	(2 standard outlet with 4 plugs)
☐ Electricity 220v/0-60 amps	$160	$_____	
☐ Electricity 220v/61-100 amps	$310	$_____	
☐ Late Fee	$50	$_____	

A late fee will be assessed if vendor agreement & payment are not received by Friday, March 3, 2017.
Late applications will not be accepted after Friday, March 24, 2017.

Total Enclosed **$_____**

Payment in full by check or money order payable to City of Lewisville. Cash, credit or debit cards will not be accepted.

Please make checks payable to City of Lewisville and send with completed application to:

Lewisville CVB
Attn: Jamie Milstead
P.O. Box 299002
Lewisville, Texas 75029-9002
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Phone: 972.219.5082 * Fax: 972.219.3719

Insurance Information (if required)

Vendors who will come into contact with citizens directly must provide proof of insurance. Examples: food products, face painting, hair braiding, etc. Please contact Jamie Milstead for any questions regarding insurance requirements.

Insurance Requirements: (please check one):

☐ $1m Commercial General Liability insurance included naming "City of Lewisville, it's officers, agents, employees, and volunteers as additional insured." ← This exact language must be used.

☐ Plan to purchase insurance coverage, upon approval, from the City of Lewisville, by March 3, 2017.

Coverage is available through the City of Lewisville for ColorPalooza for an additional $65. The deadline to purchase insurance coverage is March 3, 2017. For more information, please contact Jamie Milstead.

Minimum Limits of Insurance

Lessee shall maintain limits no less than:

1. Commercial General Liability naming the City as an additional insured: $500,000 limit per occurrence for bodily injury, personal injury and property damage; $1,000,000 Aggregate.
2. Workers Compensation and Employers Liability: Workers Compensation limits as required by the Labor Code of the State of Texas and Employers Liability minimum limits of $100,000 per injury, $300, 000 per occurrence and $100,000 per occupational disease with a waiver of subrogation in favor of the City.
3. Insurance must indemnify and name City of Lewisville as additional insured.

Applicants must include 1) vendor agreement, 2) payment, & 3) proof of insurance (if required) in order to be considered. Applications are subject to approval and based on a first-come, first-serve basis once all required information is received.

Rules and Regulations

- ColorPalooza is an outdoor event held regardless of weather conditions.
- Vendor fees shall be paid in advance and are non-refundable after February 17, 2017.
- **Vendors are accepted on a first-come first-served basis.**
- Vendors are to remain in their booths during festival hours, unless otherwise noted. Vendors manning a booth must be over the age of 18 or accompanied by an adult.
- Tents, tables and chairs will not be provided. Vendors shall drape and cover all tables and counters.
- All menu items and costs must be accurate and clearly displayed at each vendor booth.
- **All Health Department regulations must be followed.** The Health Department will provide all requirements**,** including a Temporary Health Permit. The permit fee will be waived since you are participating in a City-produced event. Health Department contact is 972.219.3480.
- Food vendors aren't guaranteed to have direct access to water and are strongly encouraged to bring their own water to the event or be prepared to transport water. They are also responsible for their own food grade hoses and other ancillary concession equipment. Food vendors are responsible for their own gray water disposal and treatment as there will not be a gray water disposal location on site.
- It is the responsibility of the vendor to collect & report sales tax from the event in the name of the taxing authority of the City of Lewisville. Vendors are required to have a Texas State Sales and Use Tax Permit clearly showing their tax ID # posted in the booth at all times.
- Vendor tents must be in excellent condition, weighted, and held down by blocks or weighted buckets. "In-ground" stakes, such as straight or hammer-driven will NOT be permitted.
- All vendor vehicles must be moved to the designated parking area after loading or unloading prior to 9:30 a.m. Saturday.
- Vendor tents must have a fire retardant tag attached or fire retardant certification from the manufacturer. Inspections will be performed by the City of Lewisville. **A fire extinguisher must be in your booth at all times.**
- Vendors are responsible for the cleanup of trash inside and around their booth. Trash receptacles will be located throughout the area. Portable restrooms will be available for vendor and guest use. Please refer to our Green Vendor Guidelines attachment.
- Deadline for vendor fee payment and proof of insurance is Friday, March 3, 2017.
- All participating vendors shall strictly adhere to hours of operation for move-in and move-out. Event Management reserves the right to change dates, hours or location. **Booth placement is at the sole discretion of Event Management.**
- Vendors shall conform to all statutes, ordinances, rules, orders, regulations and directions issued by any authorized authority of the federal, state or city government, including but not limited to, rules and regulations issued by the facility housing the festival.
- Event Management reserves the right to stop or remove from the festival any vendor or vendor representative, performing any act or practice, which in the opinion of Event Management is objectionable or detracts from the purpose/objective of the festival.
- **Event Management reserves the right to decline a vendor's application if they deem their product or service not suitable or inappropriate for the event or if there are numerous vendors previously confirmed that sell the same product or service.**
- Property brought onto the premises by any vendor is at the vendor's sole risk and shall be removed from the premises during designated move-out times. Event Management shall have the right to remove from the premises any remaining effects left after designated move-out time at the vendor's cost.
- Vendor retains liability and assumes all risks of loss and/or damages on site or in connection with transportation, display, storage and sale of merchandise at ColorPalooza.
- Painting, mixing of chemicals or possession of explosive materials is not allowed at any time.
- The displaying and or carrying of firearms are strictly prohibited except for uniformed officers of the local Police Department.
- **Certificate of Liability Insurance is required with application.** Failure to return all required information by the deadline may result in non-refundable forfeiture of your booth space.

Minimum Limits of Insurance

Lessee shall maintain limits no less than:
1. Commercial General Liability naming the City as an additional insured: $500,000 limit per occurrence for bodily injury, personal injury and property damage; $1,000,000 Aggregate.
2. Workers Compensation and Employers Liability: Workers Compensation limits as required by the Labor Code of the State of Texas and Employers Liability minimum limits of $100,000 per injury, $300, 000 per occurrence and $100,000 per occupational disease with a waiver of subrogation in favor of the City.
3. Insurance must indemnify and name City of Lewisville as additional insured.

Coverage is available through the City of Lewisville for ColorPalooza for an additional $65. For more information or to purchase coverage, please contact Mallori James at 972.219.5082.

Agreement of Liability Waiver

I hereby release, waive, discharge, covenant not to sue and agree to hold harmless for any and all purposes The City of Lewisville, Texas, its officers, employees, successors, assigns, sponsors and volunteers (collectively "the City") from any and all liabilities, claims, demands, personal injury including death, or property damage that may be sustained by me while participating in the ColorPalooza event, including injuries or damages sustained as a result of the negligence of the City.

Venue

The Parties agree that if legal action is brought under this contract, exclusive venue shall lie in the Courts of Denton County, Texas, and its terms or provisions, as well as the rights and duties of the Parties hereunder, shall be governed by the laws of the State of Texas.

Contract Agreement

I have read the General Information regarding the 2017 ColorPalooza event. By paying the vendor fee, I have agreed to the conditions and terms of this contract. I understand payment must be received with a completed Agreement by March 3, 2017. It is understood and agreed by applicant that this entire document constitutes a contract between Vendor and the ColorPalooza only when Event Management confirms this contract. Confirmations may be mailed, faxed or emailed. Acceptance of money by ColorPalooza is not binding if fee is returned before acceptance and confirmation of this contract. Verbal agreements or promises made verbally and not specifically stated and confirmed in writing, as part of this Contract, will not be binding. **I have read the aforementioned Rules and Regulations and agree to all of the terms and conditions as they are written.**

Signed: _____ Date: _____

City of Lewisville
Green Vendor Guidelines

The City of Lewisville is counting on you to help make this event a "green" success. Special events generate large amounts of waste, and we are committed to minimizing the amount going into landfills. We ask that you support our efforts to be an environmentally friendly event by properly recycling materials you generate at your booth and working hard to reduce trash.

Please contact our event coordinator with any questions associated with our sustainability initiatives. Thank you for your help in showcasing sustainability efforts in Lewisville.

Take the pledge to be a Green Vendor at our events, those who pledge to do so will be recognized at the event with signage at their booth space provided by the City of Lewisville.

Green Vendor Guidelines:

- If you are a sustainable, environmentally-friendly business or just do something unique to save resources, we want you to flaunt it. Put up a sign or at least discuss your efforts with attendees.
- We will have recycle bins paired with trash cans in all public areas. Make sure all staff working your vendor booth are familiar with City's waste reduction/recycling efforts at the event and vendor responsibilities.
- Please strive for reusable display materials and decorations. We don't want to have a bunch of trash at the end of the event due to plastic tablecloths, balloons, etc. Use reusable containers to transport your materials to the event site (plastic pallets, plastic crates, or corrugated cardboard boxes).

Food Vendor Guidelines:

- ALL food and drink vendors should have a trash container with liners inside the booth in the food preparation area. The bags will be disposed of per direction from the event organizer.
- Concessionaires should sell beverages only in recyclable bottles or cans rather than disposable cups. If cups are absolutely necessary, use plastic cups made with #1 (PET) or #2 (HDPE) plastics so they can be recycled.
- Avoid using difficult-to-recycle materials such as waxed paper goods or products in multi-material packaging. Keep packaging to a minimum.
- Please - NO expanded polystyrene (EPS) products (e.g., Styrofoam™). EPS does not biodegrade in landfills and it is not recyclable through the City of Lewisville's onsite recycling program.
- Hand out straws, lids, plastic stir sticks, and napkins only when requested. They contribute to excess trash and litter.
- If possible, dispense condiments such as ketchup and mustard from pump-style bulk containers rather than using single serve packets.

Vendor Name_____ Business_____ Date_____

By signing this pledge you agree to follow the green guidelines at City of Lewisville events.

Thank you for making this a successful and sustainable program!

Products Vendors Should Recycle at the Event Site

Cardboard (must be broken down and free of food waste)
Aluminum, plastic, and glass beverage containers (free of liquid)
Mixed papers (office papers, newspapers, paperboard contain