

EMAIL REQUIREMENTS BEFORE BAYTOWN PARKS AND REC CAN APPROVE AND PROCESS PAYMENT: (ONLY AFTER PAYMENT WILL THE VENDOR BOOTH BE SECURED)

1. Name
2. Company Name
3. Contact Info: Email AND Phone Number
4. Vendor Category
5. Picture or Website Link to Product/ Service
 - a. *Food Trucks will be required to submit weblinks or pictures of their vehicle as well as a proof of establishment
6. Fire Permit Application (REQUIRED ONLY IF YOU ARE USING A GENERATOR OR HAVE AN OPEN FLAME) -
https://www.baytown.org/DocumentCenter/View/2652/Outdoor_Event_Temporary_Food_Vendor_Permit
 - a. MUST have onsite during the event
7. Proof of Insurance (REQUIRED ONLY IF YOU ARE A RIDE/ ATTRACTION FOOD VENDOR)
 - a. MUST list the City of Baytown under Additional Insured
 - b. MUST have onsite during the event

THE FOLLOWING IS NOT REQUIRED AT TIME OF REGISTRATION, BUT WILL BE REQUIRED FOR THE EVENT

- Health Permit (REQUIRED FOR ALL FOOD VENDORS THAT DO NOT ALREADY HAVE ONE)
 - o Due: MAY 21ST, 2021 @ 4:00PM
 - o How: Submit application to the Baytown Health Department | 220 West Defee; (281) 420-5384
 - o *MUST have onsite during the event.

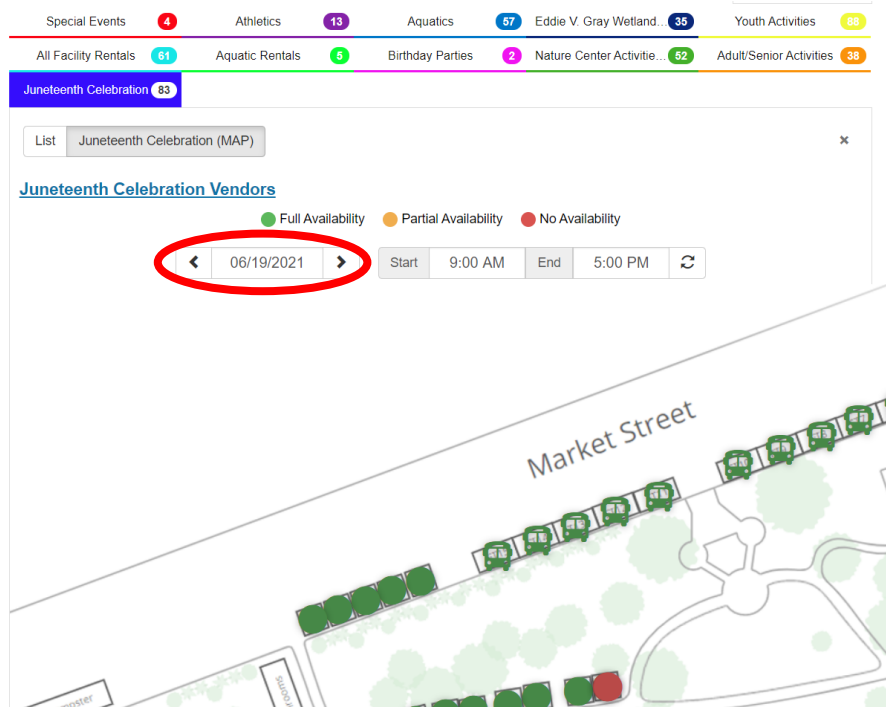
REGISTRATION INSTRUCTIONS – once the above requirements are fulfilled, please proceed to the following:

1. On your **DESKTOP**, go to <https://bit.ly/2Pvif3T>
2. Click “Juneteenth Celebration (MAP)” to see the Juneteenth Celebration Layout and each booth space.

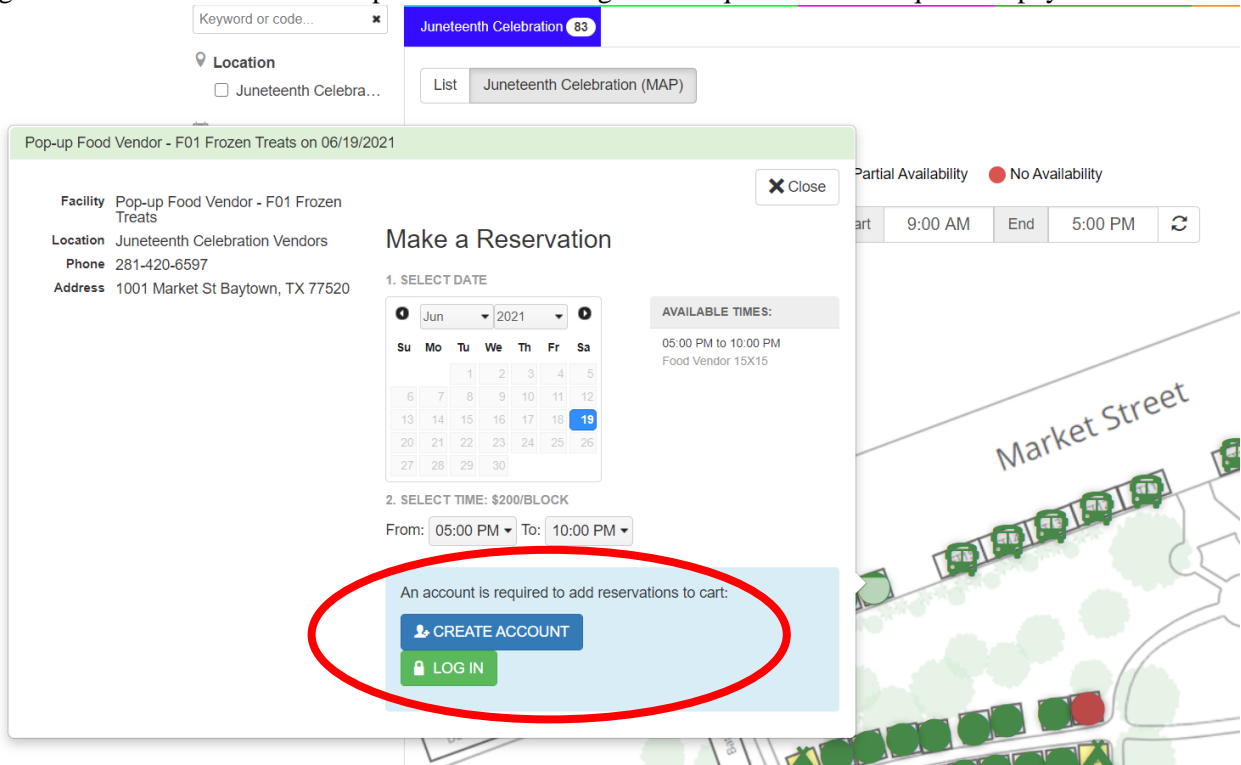
The screenshot shows a website interface with a navigation bar at the top containing 'Log In/Create Account', 'Catalog', 'Policies', and 'Help'. Below the navigation bar is a 'Cart Empty' icon. The main content area features a horizontal menu with categories: 'Special Events' (4), 'Athletics' (13), 'Aquatics' (57), 'Eddie V. Gray Wetland' (35), and 'Youth Activities' (88). Below this is another row of categories: 'All Facility Rentals' (81), 'Aquatic Rentals' (5), 'Birthday Parties' (2), 'Nature Center Activities' (52), and 'Adult/Senior Activities' (38). A 'Filter' section on the left includes a search box, 'Location' (Juneteenth Celebration), 'Rental From' and 'Rental To' date pickers, and 'Facility Tags' (Birthday Parties, Park, Rental, Special Event Appl...). The main list shows 'Juneteenth Celebration' (83) with a red circle around the 'List Juneteenth Celebration (MAP)' link. Below this is a section titled 'Juneteenth Celebration Vendors' with a table of items:

Item	Price
Arts/Information - A01	\$75/Block
Arts/Information - A02	\$75/Block
Arts/Information - A03	\$75/Block
Arts/Information - A04	\$75/Block
Arts/Information - A05	\$75/Block
Arts/Information - A06	\$75/Block
Arts/Information - A07	\$75/Block
Arts/Information - A08	\$75/Block
Arts/Information - A09	\$75/Block

3. Change the date to June 19th, 2021, and click the Vendor Booth Space of choice. Green signifies available; Red signifies unavailable.



4. Login and or Create an account to proceed with the registration questions and request for payment.



REFUND POLICY: REFUNDS WILL ONLY BE GIVEN IF THE BOOTH SPACE IS CANCELLED THROUGH EMAIL (YEBIN.CHAE@BAYTOWN.ORG) WITHIN FOURTEEN (14) DAYS PRIOR TO THE EVENT ON JULY 4TH. VENDOR BOOTH SHUT DOWN DUE TO NON-COMPLIANCE OF THE STATED RULES AND REGULATIONS IN THIS DOCUMENT WILL NOT BE GIVEN A REFUND.