

**2021**  
**BAYTOWN'S**  
**JUNETEENTH**  
**CELEBRATION**



**SATURDAY, JUNE 19<sup>TH</sup>, 2021**

**5:00 PM – 10:00 PM**

**Bicentennial Park**

**Vendor Information**  
**Packet**



**(281) 420-6597**

## **GENERAL INFORMATION**

- Booth registrations are available on a FIRST COME, FIRST SERVE basis, and are reserved as applications are received by our online system.
- Vendors may **NOT** sell firecrackers, balloons, laser lighted toys, stink bombs, silly string, electric cigarettes, marshmallow guns, etc.
- Vendors must adhere to all safety, health and tax guidelines as stated in this document.
- Attempting to sell, solicit or offer for sale any goods or merchandise will be in violation of Chapter 22 in the City of Baytown's Code of Ordinances and will be subject to the penalties contained therein.
- Vendors may **NOT** project noise or music that interferes with the event or other vendors.
- The event staff reserves the right to reject anything felt to be in poor taste or not in the best interest of the festival.
- Vendors are responsible for picking up and disposing all trash, leftover food, and any other vendor materials prior to leaving the event site.
- Baytown Parks & Recreation will provide grease disposal. Grease is **NOT** to be discarded anywhere at the event facility or left at on-site trash bins.
- Vendors **MAY NOT** sell raffle tickets or door prize tickets at their booth.
- Vendors **MUST** provide a list of the items they intend to sell or distribute
- Vendors **MUST** furnish their own display, equipment, shade, electricity, water supply, and trash bags, etc; **ALL** tents must have sand or water weights.

## **REGISTRATION**

**ONLINE REGISTRATION ONLY:** <https://bit.ly/2Pvif3T>

- We will begin taking registrations for all vendors on MONDAY, MARCH 8<sup>TH</sup>, 2021 at 9:00 AM.
- All necessary forms, documents, & pictures will have to be emailed to [Yebin.Chae@Baytown.org](mailto:Yebin.Chae@Baytown.org) before being approved for final payment and to secure your vendor spot. If **ANY** necessary forms, documents, and pictures are missing, the City of Baytown reserves the right to deny the vendor the vendor spot, and the vendor spot will be opened to other vendors. **NO EXCEPTIONS.**

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

- **Picture or Website Link to Product/ Service**
  - o Due: Before or at time of registration
  - o How: Email [Yebin.Chae@Baytown.org](mailto:Yebin.Chae@Baytown.org) with Name, Company Name, Contact Info, & Vendor Category
  - o \*Food Trucks are required to submit pictures of their vehicle as well.
- **Fire Permit (REQUIRED ONLY IF YOU ARE USING A GENERATOR OR HAVE AN OPEN FLAME)**
  - o Applications Due: Before or at time of registration; Payments will be applied at time of registration
  - o How: Email [Yebin.Chae@Baytown.org](mailto:Yebin.Chae@Baytown.org) with Name, Company Name, Contact Info, & Vendor Category
  - o \***MUST** have onsite during the event.
- **Proof of Insurance (REQUIRED ONLY IF YOU ARE A RIDE/ ATTRACTION BOOTH VENDOR)**
  - o Due: Before or at time of registration
  - o How: Email [Yebin.Chae@Baytown.org](mailto:Yebin.Chae@Baytown.org) with Name, Company Name, Contact Info, & Vendor Category
  - o \*You must list the City of Baytown under Additional Insured
  - o \***MUST** have onsite during the event.
- **Health Permit (REQUIRED FOR ALL FOOD VENDORS THAT DO NOT ALREADY HAVE A CITY OF BAYTOWN MOBILE FOOD PERMIT)**
  - o Due: MAY 21<sup>ST</sup>, 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.

**REFUND POLICY:** REFUNDS WILL ONLY BE GIVEN IF THE BOOTH SPACE IS CANCELLED THROUGH EMAIL ([YEBIN.CHAE@BAYTOWN.ORG](mailto: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.

## **BOOTH FEES**

<u><b>Type of Booth</b></u>	<u><b>Space Size</b></u>	<u><b>Price Per Space</b></u>
<b>Craft/ Information Vendor</b>	<b>15 X 15</b>	<b>\$75</b>
<b>Light Up Toys Vendor</b>	<b>15 X 15</b>	<b>\$150</b>
<b>Pop Up Food Vendor (Tent)</b>	<b>15 X 15</b>	<b>\$200</b>
<b>Food Truck Vendor</b> *All FOOD TRUCK/ TRAILER vendors must be self-contained and must be a motorized vehicle equipped to cook, prepare, and sell food. Please be ready to email pictures of your food truck as proof of establishment.	<b>30 X 15</b>	<b>\$200</b>
<b>Game Vendor</b> *Examples: Balloon / Ring Toss, Dart Game, Baseball Throw, etc. *Only one (1) type of game will be accepted	<b>20 X 15</b>	<b>\$75</b>
<b>Ride/ Attraction Vendor</b> *Examples: Rock Climbing, Moonwalks / Inflatable Games, Mechanical Rides; Train Rides, etc. *Only one (1) type of ride/ attraction will be accepted	<b>40 X 15</b>	<b>\$200</b>

### **Craft, Information, & Light Up Toys Vendor Information**

- Vendors **MAY NOT** give away bottled water, drinks or any food item from their booth. Should vendors wish to sell such items, they must purchase a food vendor space.

### **Pop Up Food/ Food Truck Vendor Information**

- We will be limiting the number of similar food items that Food Vendors may sell. Please see below for comprehensive list of food items & limitations.
- Vendors **MUST** provide a list of ALL the food items to be sold at the booth. **Items MAY NOT be added later.**
- **Food Truck Vendors MUST stay contained inside the truck; no extra setup outside the truck will be allowed.**

#### **Major Food Items**

Vendors may only sell one (1) of the below **bold** items per booth space (if available).

No duplication of major food items per vendor.

#### **(3) BBQ Vendors**

\*Including: Sausage/ Beef/ Steak/ Chicken/ Pork on a Stick or Sandwiches, Fried Chicken, Turkey Legs, BBQ Plates or Sandwiches, Wings

#### **(3) Seafood Vendors**

\*Including: Cajun Food, Crawfish/ Shrimp (boiled, fried, etc.), Shrimp on a Stick, Po-Boys, Catfish

#### **(3) Frozen Treats Vendors**

\*Including: Ice Cream, Shaved Ice, Snow Cones

#### **(2) Funnel Cake Vendors**

#### **(3) Mexican & Tex-Mex Vendors**

Including: Quesadillas, Gorditas, Tamales, Enchiladas, Tacos, Fajitas, Salsa, Pico, Tortillas, Taquitos

#### **(6) Other Vendors**

\* You may not sell ANY of the above categories

#### **Available for All Vendors**

Vendors may sell any of the items below.

Beverages (No Alcoholic beverages)

Baked goods

Chips

Nachos

French Fries, Spiral Potatoes

Frito Pie

Hot Dogs (Chili, Cheese, or Corn Dogs)

Baked Potatoes

Pizza

Hamburgers, Cheeseburgers

Fruit

Popcorn, Cotton Candy

### **Game & Ride /Attraction Vendor Information**

- Vendors **MUST** provide a list of the game or ride / attraction they are providing. The Parks and Recreation Department reserves the right to deny certain games or rides / attractions that they deem to be unsafe.
- Ride / Attraction vendors **MUST** provide proof of insurance and list the City of Baytown under Additional Insured.

## **HEALTH, FIRE, & TAX GUIDELINES**

A. **Health Permit** – The City of Baytown’s Health Department requires a temporary permit or a mobile food permit for the sale of food and drink items on June 19<sup>th</sup>. Separate permits must be obtained for vendors wishing to operate both days. For additional information on health permits, please contact the City of Baytown’s Health Department at (281) 420-5384. **Permits must be purchased at the City of Baytown’s Health Department (220 West Defee) no later than Friday, May 21<sup>st</sup> @ 4:00 p.m.**

B. **Fire Permit** – The City of Baytown’s Fire Department, in accordance with the city’s fire code, has established the following requirements and criteria for all booths that are using a generator or have an open flame.

- All booths with any heat-producing or cooking devices must have at least one (1) 2a:40bc rated fire extinguisher with a current inspection tag and pin-seal on it. Booths deep frying any food must also have a class k fire extinguisher within twenty (20) feet of the cooking area.
- All booths using a power source of any type, must position the power supply at least four (4) feet from any side or the roof of any tent or canopy. Re-fueling of any power source must be done at least twenty (20) feet from any heat producing device.
- Propane and butane cylinders must be secured to prevent them from being overturned. Tanks must be at least four (4) feet from a heat producing device or mounted in an assembly designed to prevent heating of the tank. Lines between the tank and heat producing device must be arranged to prevent thermal or mechanical damage to the line.
- All canopies must be fire rated. Tags stating such must be attached to the canopy and legible for inspection.
- All booth vendors who are cooking with charcoal, wood or gas must do so in a safe and responsible manner.

If there are any questions regarding the requirements, please contact an inspector at the Baytown Fire Marshall’s office at (281) 422-2311. **Permit applications must be submitted via email to [Yebin.Chae@Baytown.org](mailto:Yebin.Chae@Baytown.org) before or at time of registration; payments will be applied at time of registration.**

C. **Sales Tax** – Vendors must comply by all tax permit guidelines. Each vendor is responsible for reporting all taxable sales to the state comptroller’s office. For any questions regarding sales tax permits, please contact the office of the comptroller of public accounts at 1-800-252-5555 or visit the website [comptroller.texas.gov](http://comptroller.texas.gov).

## **EVENT INFORMATION**

**June 19<sup>th</sup>, 2021 | Event Time: 5:00PM – 10:00PM**

### **General Timeline & Guidelines:**

10:00AM-4:00PM	Booth Setup
3:00PM	<b>Street Closures</b> <b>Health &amp; Fire Inspections</b> *Have ALL necessary permits & insurance documents on-site.
4:00PM	Vendors MUST be ready to start selling and be inspected BY 4:00PM
5:00PM	Event Start
10:00PM	Event End
Arts, Information, Light Up Toy, & Pop Up Food Vendors	10:30 PM – MUST STOP SELLING 12:00AM – MUST LEAVE BY MIDNIGHT
Game, Ride/ Attraction, & Food Truck Vendors	11:00PM – MUST STOP SELLING 12:00AM – MUST LEAVE BY MIDNIGHT

### **ADDITIONAL EVENT INFORMATION**

- Event officials reserve the right to adjust booth arrangements as necessary due to the changing park conditions, without prior notification to vendors.
- All Health and Fire Inspections must be completed prior to event start times. ANY booths that do not comply or pass inspection will not be able to open to the public.

The Baytown Parks & Recreation Department receives federal funds from the U. S. Department of the Interior. Accordingly, all of its public programs and activities must be operated free from discrimination on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against or who would like further information regarding the prohibition of discrimination should call or write the Baytown Parks & Recreation Department.

El Departamento de Parques y Recreacion de Baytown recibe fondos federal del Departamento del Interior sus programas y actividades publico deben ser operadas libre de discriminado, en lo basico de raza, color, origen nacional, edad o desventaja. Cualquier persona que crea que él o ella ha sido discriminado en contra o quien desea más información tocante lo prohibido de discriminado, debe llamar o escribir a el Departamento de Parques y Recreación