

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

1. Name used for registration
2. Company Name
3. 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
4. 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
5. 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

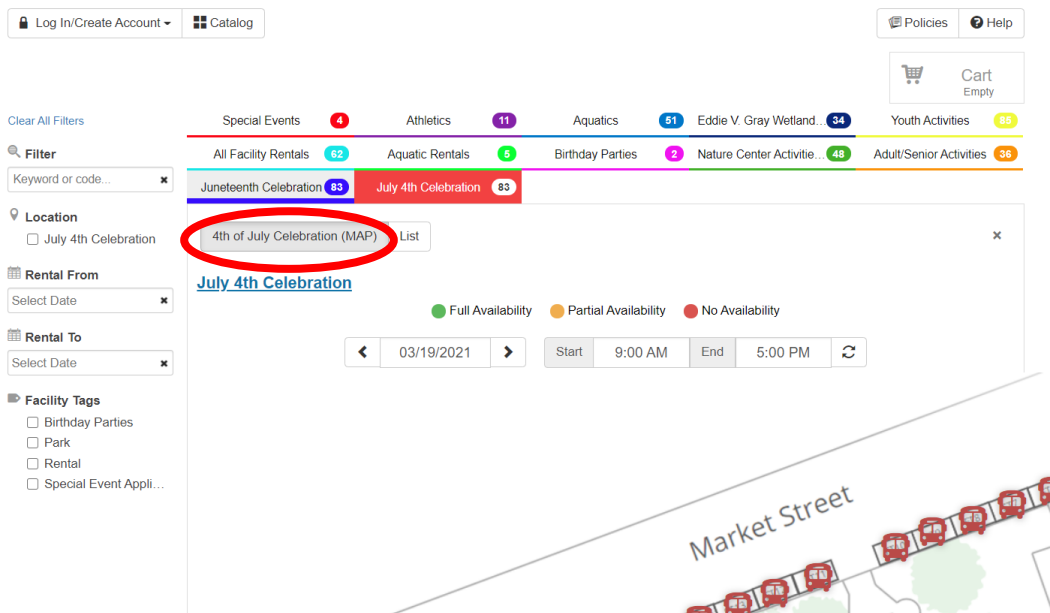
THE FOLLOWING IS NOT REQUIRED AT TIME OF REGISTRATION, BUT WILL BE REQUIRED FOR THE EVENT

- Health Permit (REQUIRED FOR ALL FOOD VENDORS THAT DO NOT ALREADY HAVE ONE)
 - o Due: JUNE 25TH, 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.

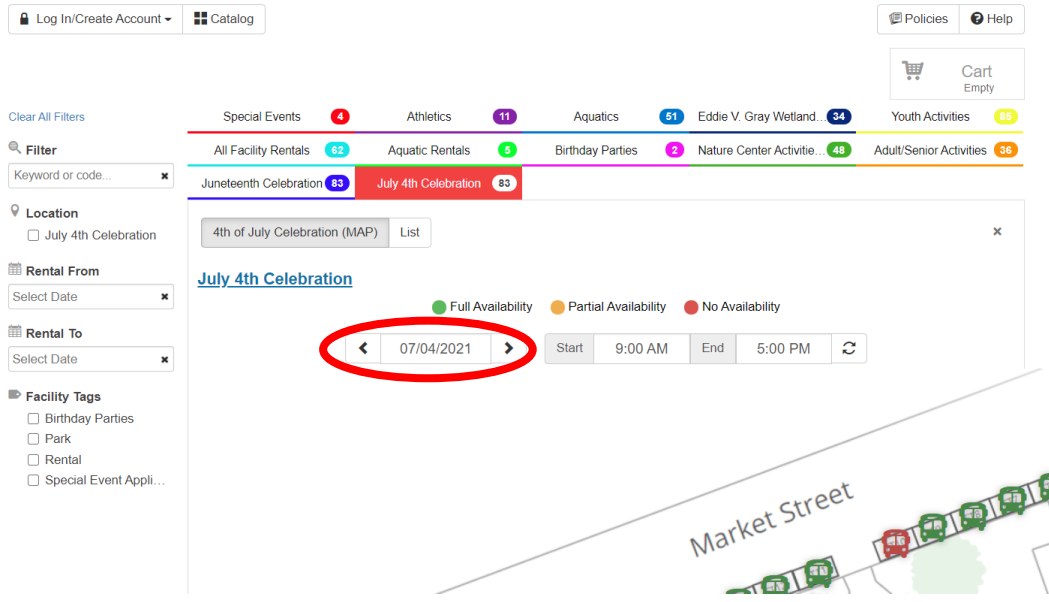
REGISTRATION INSTRUCTIONS – once the above requirements are fulfilled, please proceed to the following:

On your **DESKTOP**, go to <https://bit.ly/3s1sVWb>

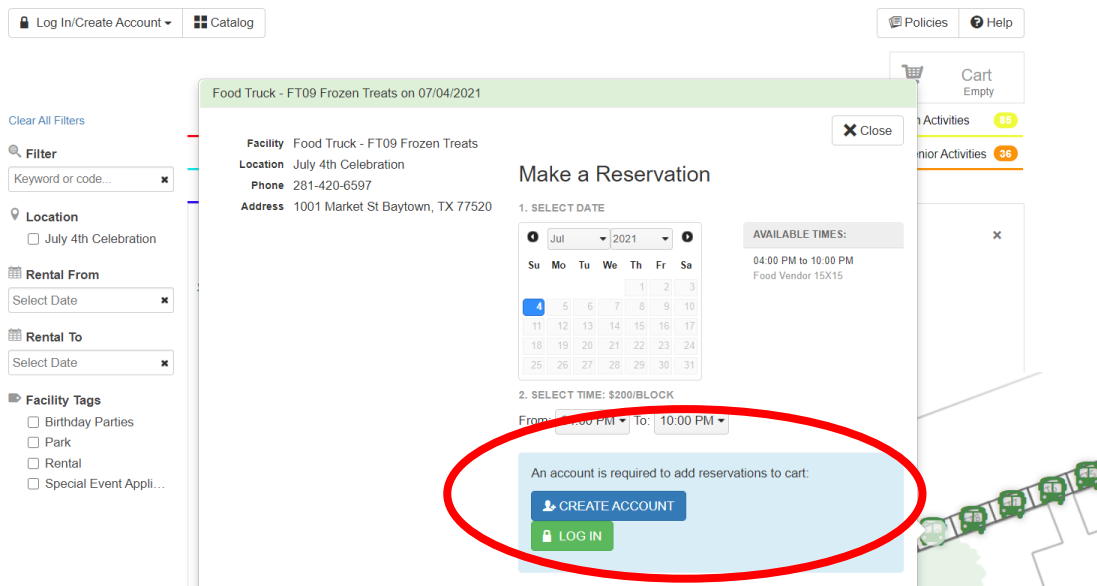
1. Click “4th of July (MAP)” to see the Juneteenth Celebration Layout and each booth space.



2. **Change the date to July 4th, 2021**, and click the Vendor Booth Space of choice. Green signifies available; Red signifies unavailable.



3. **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.