



2010 Helping-A-Hero Benefit

SATURDAY, OCTOBER 9, 2010
12:00 PM – 11:00 PM

@ THE BAYTOWN FAIRGROUNDS
7900 N. MAIN
BAYTOWN, TEXAS 77521

VENDOR PACKET
INFORMATION

Baytown Municipal Police Association

(832) 947-3620

VENDOR INFORMATION

TO ENSURE THE SUCCESS OF OUR EVENT, PLEASE BE SURE TO READ THE FOLLOWING:

- * Vendors may sell no more than one major food item per booth space (see "Major Food Items" list below).
- * The number of Food Vendors selling similar major food items is limited to four (4) vendors per food item.
- * Booth registrations are available on a FIRST COME, FIRST SERVE basis, and are reserved as applications are received by our office. We will do our best to not place "like vendors" in the same proximity of each other, but this is dependent on the number of remaining spaces for certain "vendor types".
- * Vendors may not sell firecrackers, balloons, laser lighted toys, stink bombs, silly string, etc.
- * Vendors must adhere to all safety, health and tax guidelines as stated in this document.
- * No person or persons will be allowed to solicit, sell or offer for sale any goods or merchandise unless such person is at his/her assigned booth.
- * Craft persons must bring a sample of items or mail a photo of the craft to be sold. QUALITY WORKMANSHIP is expected from all Booth Operators.
- * Vendors may not project noise, music or any other type of sound that interferes with the event, or other vendors.
- * The event staff reserve the right to reject anything felt to be in poor taste or not in the best interest of the festival.
- * At the conclusion of the event, all vendors are responsible for picking up and disposing of all trash, boxes, leftover food / grease, etc. prior to leaving the event site.

PLEASE NOTE: All vendors must be insured for the type of service they are providing (i.e. food / product, game / ride, animals, etc.) to ensure the safety of patrons. A copy of insurance for such services must be submitted with application, and must remain on site with the vendor throughout the entire event.

REGISTRATION INFORMATION

MAIL-IN REGISTRATION:

BAYTOWN MUNICIPAL POLICE ASSOCIATION

P.O. BOX 582

BAYTOWN, TEXAS 77522-0582

ATTN: HELPING-A-HERO VENDOR BOOTHS

PLEASE MAKE CHECKS PAYABLE TO: *BMPA WITH "H-A-H" IN THE MEMO LINE*

- * We will begin taking registrations on **MONDAY, AUGUST 9, 2010 AT 8:00AM.**
- * If you are registering by mail, please be sure to enclose a photograph of your craft.
- * PLEASE NOTE: Food Booth registrations are available on a FIRST COME, FIRST SERVE basis. We cannot guarantee that booths will be available should you choose to mail your application. Booths are reserved as applications are received by our office.

IN-PERSON REGISTRATION:

BAYTOWN POLICE DEPARTMENT

ATTN: DETECTIVE DANIEL ESTES

3200 N. MAIN

MONDAY THRU FRIDAY FROM 8:00 A.M. TO 4:00 P.M.

(281) 420-6640

* REGISTRATIONS WILL ONLY BE ACCEPTED WITH APPROPRIATE PAYMENT.

REFUND POLICY:

REFUNDS WILL ONLY BE GIVEN IF THE BOOTH SPACE IS CANCELLED IN WRITING WITHIN FOURTEEN (14) DAYS PRIOR TO THE EVENT ON JULY 4TH. SHOULD A VENDOR'S BOOTH BE SHUT DOWN DUE TO NON-COMPLIANCE OF THE STATED RULES AND REGULATIONS IN THIS DOCUMENT, A REFUND WILL NOT BE GIVEN.

BOOTH FEES

* Exact booth numbers or locations will not be given out until prior to the event due to layout changes.

TYPE OF BOOTH	BOOTH SPACE SIZE	PRICE PER SPACE
CRAFT / INFORMATION BOOTH * All Trailers will be required to purchase two (2) booth spaces (photo must be included).	15 X 15	\$50
FOOD BOOTH * All Trailers will be required to purchase two (2) booth spaces (photo must be included). * Only three (3) vendors per MAJOR food item. * Only two (2) MAJOR food items may be sold per booth space (<i>no duplication of food items</i>).	15 X 15	\$150
GAME BOOTH * <i>Examples: Balloon / Ring Toss, Dart Game, Baseball Throw, etc.</i> * Only one (1) type of game will be accepted!	20 X 15	\$50
RIDE / ATTRACTION BOOTH * <i>Examples: Rock Climbing, Moonwalks / Inflatable Games, Mechanical Rides; Train Rides, Petting Zoo, etc.</i> * Only one (1) type of ride / attraction will be accepted! * All Ride / Attraction vendors must provide proof of insurance and list the City of Baytown under Additional Insured.	40 X 15	\$125

CRAFT & INFORMATION BOOTH INFORMATION

- * Vendors may not sell firecrackers, balloons, stink bombs, silly string, marshmallow guns, etc.
- * No person or persons will be allowed to solicit, sell or offer for sale any goods or merchandise unless such person is at his/her assigned booth.
- * Booth spaces and locations are sold on a FIRST COME, FIRST SERVE basis, and are reserved as paid applications are received by our office.
- * 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.
- * Please note: Vendors must provide a list of the items they intend to sell at their craft / information booth, or the information they intend to distribute. The Baytown Municipal Police Association reserves the right to deny certain items to be sold or distributed that they deem to be unsafe or in poor taste. Vendors may not sell raffle tickets or door prize tickets at their booth.
- * Vendors may not project noise, music or any other type of sound that interferes with the event, or other vendors.
- * Vendor must furnish their own display, equipment, shade, electricity, water supply, and trash bags, etc.

GAME & RIDE / ATTRACTION BOOTH INFORMATION

- * Vendors may provide no more than **one (1) type of game or ride / attraction per booth space.**
- * We will be limiting the number of similar games and ride / attractions that Vendors may provide to only **one (1) game or ride / attraction per booth space.** Vendors wishing to provide more than one (1) type of game or ride / attraction **must** purchase an additional space. Booth spaces and locations are sold on a FIRST COME, FIRST SERVE basis, and are reserved as **paid** applications are received by our office.
- * Please note: Vendors **must** provide a list of the game or ride / attraction they are providing, as well as a picture! The Parks and Recreation Department reserves the right to deny certain games or rides / attractions that they deem to be unsafe or in poor taste.
- * Vendor **must** furnish their own display, equipment, shade, electricity, water supply, and trash bags, etc.
- * Ride / Attraction vendors **must** provide proof of insurance and list the City of Baytown under Additional Insured.

FOOD BOOTH INFORMATION

- * Vendors may sell no more than **one (1) major food items per booth space** (no duplication of food items). See “Major Food Items” list below. There is no limit to the number of side items a vendor may sell. See “Side Items” list below.
- * We will be limiting the number of similar food items that Food Vendors may sell. Only **four (4) vendors per food item.**
- * Vendors may not purchase more than one (1) space for the same food item.
- * Vendors may not purchase spaces for other people that are not present.
- * Please note: Vendors **must** provide a list of ALL the food items to be sold at the booth. Items **may not** be added later.
- * Vendor **must** furnish their own display, equipment, shade, electricity, water supply, and trash bags, etc.

<p>* MAJOR FOOD ITEMS Vendors may only sell one (1) of the below bold items per booth space (if available). No duplication of food items per vendor!</p>
BBQ
Including:
Beef/Steak on a Stick or Sandwiches
Chicken on a Stick or Sandwiches
Fried Chicken
Pork Kabobs
Turkey Legs
BBQ plates or sandwiches
Seafood
Including:
Cajun Food
Crawfish (boiled, fried, etc.)
Shrimp (boiled, fried, etc.)
Shrimp on a Stick or Po-Boys
Ice Cream
Sno-Cones / Snoballs (Items with Syrup Added)
Pizza or Pizza Rolls
Funnel Cakes
Mexican Plates
Including:
Taqitos, Quesadillas, etc.
Fajitas
Specialty
SIDE ITEMS
Vendors may sell any of the items below.
Beverages (no alcoholic beverages)
Cakes / Pies / Cookies
Chips
Sausage on a Stick or Bun
Cotton Candy
Nachos
French Fries / Spiral Potatoes

Frito Pie
Fruit
Hot Dogs (chili, cheese, or corn dogs)
Pickles
Popcorn
Roasted or Boiled Corn
Hamburgers or Cheeseburgers
Baked Potatoes
Kettle Corn

VENDOR INFORMATION:

EVENT TIME: 12:00 PM – 11:00 PM

THE BENEFIT WILL KICK-OFF THIS YEAR AT 12:00 PM. WE ASK THAT ALL VENDORS DO A QUICK DROP OFF OF BOOTH ITEMS ONCE ARRIVING TO THE FAIRGROUNDS, AND THEN IMMEDIATELY MOVE YOUR VEHICLE TO THE DESIGNATED PARKING AREAS. ANY VEHICLES NOT MOVED BY 12:00 PM WILL BE SUBJECT TO TOWING AT THE OWNER’S EXPENSE. WE HOPE TO HAVE EVERYONE’S COOPERATION TO MAKE THIS PROCESS AS SMOOTH AS POSSIBLE.

VENDOR SET-UP:	7:00 AM – 12:00 PM (ON DAY OF EVENT)
REQUIREMENTS:	HEALTH PERMIT (FOOD VENDORS) * DEADLINE IS OCTOBER 5th @ 4:00 PM
HEALTH / FIRE INSPECTIONS:	WILL BEGIN AT 12:00 PM (ON DAY OF EVENT)
VENDOR OPERATION:	MUST BE OPEN FOR BUSINESS @ 12:00 PM

BOOTH SET-UP AND UNLOADING:

- * VENDORS MUST FURNISH THEIR OWN DISPLAY, EQUIPMENT, SHADE, ELECTRICITY, AND TRASH BAGS.
- * VEHICLES MUST BE REMOVED FROM THE FAIRGROUNDS NO LATER THAN 12:00 PM
- * VEHICLES NOT REMOVED AFTER 12:00 PM CAN TOWED AWAY AT THE OWNER'S EXPENSE. VENDORS WILL RECEIVE ONLY TWO (2) WARNINGS FROM STAFF.
- * VEHICLES MAY BE USED TO DROP OFF BOOTH MATERIALS, BUT MUST BE IMMEDIATELY REMOVED AFTER UNLOADING. VEHICLES ARE NOT ALLOWED TO BE DRIVEN ON THE EVENT GROUNDS.
- * PLEASE BE SURE TO HAVE ALL NECESSARY EQUIPMENT / SUPPLIES IN COMPLIANCE BEFOREHAND.
- * VENDORS WILL NOT BE ALLOWED TO PACK UP BOOTH AND LOAD BOOTH MATERIALS IN VEHICLES UNTIL AFTER 11:00 PM TO ENSURE THE SAFETY OF EVENT ATTENDEES.
- * PLEASE BE SURE TO HAVE ALL NECESSARY EQUIPMENT / SUPPLIES IN COMPLIANCE BEFOREHAND.
- * ALL VEHICLES MUST VACATE THE GROUNDS BY 11:00 P.M. FOLLOWING THE BENEFIT.
- * ALL VENDOR MUST TAKE ALL TRASH AND LEFT OVER ITEMS WITH THEM AT THE END OF THE EVENING. DUMPSTERS WILL BE LOCATED THROUGHOUT THE GROUNDS TO DISCARD TRASH.

ADDITIONAL EVENT INFORMATION:

- * EVENT OFFICIALS RESERVE THE RIGHT TO MAKE ADJUSTMENTS TO BOOTH ARRANGEMENTS AS NECESSARY DUE TO THE CHANGING PARK CONDITIONS, WITHOUT PRIOR NOTIFICATION TO VENDORS.
- * PLEASE BE SURE TO HAVE ALL NECESSARY EQUIPMENT / SUPPLIES IN COMPLIANCE BEFOREHAND.
- * NO VEHICLE WILL BE ALLOWED ON THE EVENT SITE UNTIL AFTER 11:00 PM TO ENSURE THE SAFETY OF EVENT ATTENDEES.
- * FOOD VENDORS MUST HAVE HEALTH PERMITS ON HAND DURING THE ENTIRE EVENT, AND RIDE / ATTRACTION VENDORS MUST HAVE INSURANCE CERTIFICATES ON HAND DURING THE EVENT, AND MUST LIST THE BAYTOWN MUNICIPAL POLICE ASSOCIATION UNDER ADDITIONAL INSURED.
- * VENDORS MAY NOT SELL FIRECRACKERS, BALLOONS, STINK BOMBS, SILLY STRING, ETC.
- * NO PERSON OR PERSONS WILL BE ALLOWED TO SOLICIT, SELL OR OFFER FOR SALE ANY GOODS OR MERCHANDISE UNLESS SUCH PERSON IS AT HIS/HER ASSIGNED BOOTH.

* VENDORS MAY NOT PROJECT NOISE, MUSIC OR ANY OTHER TYPE OF SOUND THAT INTERFERES WITH THE EVENT, OR OTHER VENDORS.

* ALL FOOD VENDORS MUST KEEP GENERATORS WITHIN BOOTH SPACE DIMENSIONS

* AT THE CONCLUSION OF THE EVENT, ALL VENDORS ARE RESPONSIBLE FOR PICKING UP AND DISPOSING OF ALL TRASH, BOXES, LEFTOVER FOOD / GREASE, HANDWASHING WATER, ETC. PRIOR TO LEAVING THE SITE.

PLEASE NOTE: ALL HEALTH AND FIRE INSPECTIONS MUST BE COMPLETED PRIOR TO THE TIME SPECIFIED ABOVE. ALL BOOTHS NOT COMPLYING OR PASSING INSPECTION WILL NOT BE OPEN TO THE PUBLIC UNTIL THEY MEET INSPECTION AND CODE COMPLIANCE.

PLEASE NOTE: ALL VENDORS MUST BE INSURED FOR THE TYPE OF SERVICE THEY ARE PROVIDING (I.E. FOOD / PRODUCT, GAME / RIDE, ANIMALS, ETC.) TO ENSURE THE SAFETY OF PATRONS. A COPY OF INSURANCE FOR SUCH SERVICES MUST BE SUBMITTED WITH APPLICATION, AND MUST REMAIN ON SITE WITH THE VENDOR THROUGHOUT THE ENTIRE EVENT.

HEALTH, FIRE AND TAX GUIDELINES FOR VENDORS

A. HEALTH PERMIT – HARRIS COUNTY PUBLIC HEALTH & ENVIRONMENTAL SERVICES REQUIRES A TEMPORARY PERMIT FOR THE SALE OF FOOD AND DRINK ITEMS ON OCTOBER 9TH. PERMITS MUST BE PURCHASED WITH HARRIS COUNTY PUBLIC HEALTH & ENVIRONMENTAL SERVICES BY OCTOBER 5, 2010. IF YOU HAVE TWO (2) SEPARATE BOOTHS THEN TWO SEPARATE PERMITS WILL BE REQUIRED. FOR ADDITIONAL INFORMATION ON HEALTH PERMITS, PLEASE CONTACT THE HARRIS COUNTY PUBLIC HEALTH & ENVIRONMENTAL SERVICES AT 713-439-6000. AN APPLICATION HAS BEEN INCLUDED IN THIS PACKET.

B. FIRE CODE – THE HARRIS COUNTY FIRE MARSHALL'S OFFICE, IN ACCORDANCE WITH THE HARRIS COUNTY FIRE CODE, HAS ESTABLISHED THE FOLLOWING REQUIREMENTS AND CRITERIA FOR ALL BOOTHS.

- 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 HARRIS FIRE MARSHALLS OFFICE AT 281-436-8000.

C. SALES TAX – VENDORS MUST COMPLY BY ALL TAX PERMIT GUIDELINES. ALL VENDORS WILL BE REQUIRED TO HOLD A CURRENT TEXAS SALES TAX PERMIT AND MUST PROVIDE THE BAYTOWN

MUNICIPAL POLICE ASSOCIATION WITH A COPY OF THE PERMIT UPON REGISTRATION. 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 (409) 899-4650.

FOR MORE INFORMATION, PLEASE CALL DETECTIVE DANIEL ESTES WITH THE BAYTOWN MUNICIPAL POLICE ASSOCIATION AT 281-420-6640.

The Baytown Municipal Police Association is currently pending tax exemption 501(c)3 status. Accordingly, all of its 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 Municipal Police Association.

2010 HELPING-A-HERO BENEFIT VENDOR APPLICATION

MAIL-IN REGISTRATION:

BAYTOWN MUNICIPAL POLICE ASSOCIATION
P.O. BOX 582
BAYTOWN, TEXAS 77522-0582
ATTN: HELPING-A-HERO VENDOR BOOTHS
PLEASE MAKE CHECKS PAYABLE TO: *BMPA WITH "H-A-H" IN THE MEMO LINE*

IN-PERSON REGISTRATION:

MONDAY THRU FRIDAY – 8:00 A.M. TO 4:00 P.M.
BAYTOWN POLICE DEPARTMENT – 3200 N. MAIN – ATTN: DET. DANIEL ESTES

WE WILL BEGIN TAKING REGISTRATIONS ON MONDAY AUGUST 9, 2010 AT 8:00AM

PLEASE FILL OUT ALL INFORMATION ON THIS APPLICATION:

APPLICANT'S NAME:
BUSINESS / ORGANIZATION:
ADDRESS:
CITY, STATE, ZIP:
DAY PHONE:
EVENING PHONE:

TYPE OF BOOTH REQUESTED:

FOOD _____ CRAFT _____ INFORMATION _____ GAMES _____ RIDE / ATTRACTION _____

WILL YOU BE USING A TRAILER? _____ YES _____ NO *(All vendors using Trailers must purchase 2 booth spaces!)*

Brief Description of item to be sold / activity hosted at booth location: _____

Price Per Item Sold / Admission for Activity: _____

Health Food Permit Number: _____ Texas Sales Tax Permit Number: _____

BOOTH SIZE:

CRAFT / INFORMATION - 15' x 15'	\$50
FOOD - 15' X 15'	\$150
GAME BOOTH - 20' x 15'	\$50
RIDE / ATTRACTION - 40' x 15'	\$125

** All vendors using Trailers must purchase 2 booth spaces!*

WILL YOU BE USING A GENERATOR? _____ YES _____ NO
* PLEASE NOTE: GENERATORS ARE NOT PROVIDED FOR VENDORS!

PLEASE NOTE: Booth registrations with the appropriate payment will be accepted on a FIRST COME, FIRST SERVE basis, and are reserved as applications are received by our office. For additional information, please call Baytown Parks & Recreation at (281) 420-6597.

My signature below indicates that I hereby agree to operate my booth space at the aforementioned special event, and agree to comply by all event rules and municipal rules and regulations set forth throughout this document and any attached documents. I also agree that all information provided on the vendor application is accurate.

Name _____ Date _____

***** FOR OFFICE USE ONLY *****

DATE RECEIVED _____ AMOUNT PAID _____ METHOD OF PAYMENT _____ BOOTH SPACE ASSIGNED _____