THE · CITY · OF
COPPELL
TEXAS · 1890
A Family Community For A Lifetime

Spirit of Coppell Fireworks

Vendor Application

Sunday, July 3, 2016; 7pm - 10pm
Wagon Wheel Park <---- *TEMPORARY NEW LOCATION*
345 Freeport Parkway

If your application is approved, you will receive an "Approved Vendor" email.
There is a limited number of each vendor type available.
Applications will no longer be accepted once capacity has been reached or the deadline has passed.
Deadline: Friday, June 10, 2016

Applications **WILL NOT** be accepted until the **Temporary Food Permit Application** has been submitted **AND** payment has been received (vendor space and food permit).
2015 Spirit of Coppell Fireworks Attendance: 18,000

Please check vendor category: ☐ Food Truck ☐ Food (Non-Truck) ☐ Craft Vendor ☐ Other:_____

CONTACT INFORMATION:

Organization	
Contact Person	
Cell Phone Number	
Alternate Number	
Address	
City	Zip
Email	

FOOD OR ITEMS TO SELL (Limit of 5)

1)	
2)	
3)	
4)	
5)	

All items are subject to approval.
Two (2) is the maximum vendor duplication of any given FOOD item.

BOOTH AND FOOD PERMIT COSTS:

	EACH	TOTAL
Deposit (see p.2) Food Vendors Only	$100	$100
Vendor Space (Profit Only)	$50	$
Temporary Food Permit	$50	$
TOTAL AMOUNT CHARGED TO CREDIT CARD		$

ELECTRICAL NEEDS:

NUMBER of Outlets	
TYPE of Outlet	

REMINDER: You must bring an extension cord for EACH outlet.
All cords MUST be 12-gauge, 100 feet long.

FOOD TRUCK INFO (if applicable)

Truck Size	
Serving Window Side	

METHOD OF PAYMENT - credit card only:

☐ MasterCard ☐ Visa ☐ Amer. Express

Card Number	
Exp. Date	CDC Code
Typed Signature	

ADDITIONAL INFORMATION:

- Payment will processed after approval is given.
- Please remit two payments (card will be charged 2 times), one payment for booth fee and one payment for food permit fee (if required).
- **Deposit will be forfeited IF vendor does not show or cancels within 3 weeks of event date.**

Vendor Arrival, Electrical Requirements, Inspection & Deposit Information

Spirit of Coppell

Fireworks and Parade!

Arrival & Parking:

- Vendors may arrive starting at 4pm. An event layout with vendor check in and location will be provided to you the week of the event.
- Please park in the designated "VENDOR PARKING" located on the event layout (received the week of event).
- You are responsible for your own tents, tables, and chairs. Only 10' x 10' tents are permitted per space.
- No questionable items (to be determined by event staff).
- NO SOLICITING. You must stay in your booth/Food Truck
- No booths may be closed or "broken-down" prior to the event's official ending time of 10pm.

Electrical Requirements:

- There are no exceptions on the "extension cord" requirements.
- MUST show proper extension cords to enter event area.
- MUST bring a separate 12-gauge, 100 (continuous) ft. extension cords for each machine. Alternating cords between machines is not allowed. Example: 1 deep fryer and 2 freezers = 3 extension cords (Two clip-lights may share 1 cord.)
- It is the vendor's responsibility to request the proper number of outlets according to your electrical needs.

Inspection Information:

- Must be prepared to be inspected by 4pm.
- Food trucks/trailers with cooking equipment that produce grease-laden vapors must be protected by an approved automatic fire extinguishing system. An inspection from the Coppell Fire Department may be required before you are permitted.

Refunds & Deposit:

A $100 FOOD vendor deposit is required to participate in the Spirit of Coppell Fireworks event (FOOD VENDORS ONLY). Should the Food Vendor cancel for any reason **more than 3 weeks** prior to the event date, a full refund of all funds paid to the City of Coppell will be issued. Should the Food Vendor cancel for any reason **less than 3 weeks** prior to the event date (or if the vendor fails to show up at event), all funds, including the deposit, paid to the City of Coppell will be forfeited by the Food Vendor. This process may be appealed **in writing** to the City of Coppell's Special Events Coordinator, stating the reasons for canceling (or not showing up) at the event, and must be submitted no later than one week (7 days) after the event date. All occurrences will be handled on a case-by-case basis.

QUESTIONS?

Temporary Food Permit: Luay Rahil - 972-462-5164
Vendor Application/Event: Kami McGee - 972-462-5126
Fire Extinguishing System: Chief Tim Oates - 972-304-7055

WAIVER

I understand that there are risks involved in the programs/memberships which are sponsored by the City of Coppell Parks and Recreation Department. I accept full responsibility for any injury or accident to myself, spouse or any of my dependents. I hereby release, indemnify and hold harmless the City of Coppell, the Parks and Recreation department, their agents, officers, employees, contractors, instructors and any person acting on behalf of the city for any damages, causes of action of any kind whatsoever, statutory or otherwise, for personal injury, including death, property damage and lawsuits and judgments, including court costs, expenses and attorney fees, and all other expenses that might arise hereafter, directly or indirectly in connection with my participation or the participation of my spouse or dependents in any of the programs/memberships listed. I do hereby grant and give these groups the right to use my or my child's photograph or image with or without my or my child's name, both single and in conjunction with other persons or objects, for the purpose of advertising, private or public presentations, publicity, and promotion relating thereto.

Your typed signature indicates 1) agreement that we may charge your credit card to pay for the amount you have written on the application, 2) agreement to the waiver and 3) understanding of the Spirit of Coppell Fireworks Vendor Application, as well as the Temporary Food Permit Application (which is a separate application).

Typed Signature _____ Date _____

Food Permit Attached?
(Application will not be accepted until Food Permit is submitted)

☐ YES ☐ N/A

Please print form, complete, and submit via email or fax to Kami McGee:
Email to kmcgee@coppelltx.gov, fax to 972-462-5149, or
mail to 816 S. Coppell Rd., Coppell, TX 75019