



KALEIDOSCOPE

Saturday, October 8, 2022 | 11 a.m. – 3 p.m.

Presented by Coppell Parks & Recreation

VENDOR INFORMATION AND GUIDELINES

Thank you for your interest in being a vendor at the City of Coppell's Kaleidoscope event. This document contains information and expectations of City of Coppell event vendors. Please read the entire packet prior to event commitment, as some policies may have changed. The City of Coppell reserves the right to choose vendors based on variety, community desirability, previous event conduct and space limitations.

After reading through the agreement, please complete and return all required forms along with any necessary documentation.

A. General Information

1. **Date:** Saturday, October 8, 2022
2. **Time:** 11 a.m. – 3p.m.
3. **Location:** Andrew Brown East Park, 260 E. Parkway Blvd, Coppell, TX 75019
4. **Expected Attendance:** 3,000
5. **Correspondence:** All vendor correspondence will be conducted via email. Please check your inbox and spam/junk folders regularly prior to the event to note any changes in addition to load in schedules. Text communication may also be utilized on event day, so please ensure that we have your mobile phone number on file.
6. **This is a rain or shine event to the extent that we can maintain the safety of the attending public and staff.**

B. Vendor Fee

1. Specific fees will be assessed depending on the type of vendor.
 - a. Food Vendors - \$50 permit fee
 - b. Marketplace Vendors - \$25 to \$75 depending on vendor type

C. Vendor Guidelines

1. Marketplace vendors will have a 10X10 area under a tent. All displays must be free standing. Electricity will be provided upon prior request. Vendors are responsible for all supplies, tables and chairs for display area.
2. Hours of operation are 11 a.m. – 3 p.m. All vendors must have someone present at their table during the entire event.
3. A copy of your items sold must be provided at time of application.
 - a. A photograph of the vendor set-up and detailed description of products/items to be sold is required with the application before the application can be approved.

- b. Once accepted, items may be changed with prior approval.
 - c. Though we aim to provide a balanced variety of food and merchandise offerings, exclusivity cannot be guaranteed or provided for any vendor.
 - d. Any product not specified in the application will not be allowed at the event, unless permission is sought and given prior to the date of the event.
 - e. In the event that unapproved items are offered for sale, Coppell Parks and Recreation staff may ask that the items be removed. Failure to abide may result in not being asked back to future events.
 - f. Prices must be displayed during event operation hours for attendees to view easily.
4. Non-alcoholic beverages and water may be sold and distributed with prior approval.
 - a. Glass is prohibited at this location, please make necessary changes to drink containers.
 5. Each vendor must email the Special Events Office a copy of their Certificate of Insurance (if applicable). Some vendors may be required to sign "Hold Harmless" only.
 6. Vendors are responsible for disposing of their trash at the end of the event. Dumping of grease or other food waste on-site is not permitted.
 7. Health Permits: (Only necessary for food vendors IF you have been approved)
 - a. If chosen as a food concessionaire, vendors must fill out a Temporary Food Establishment Application from Environmental Health and pay a \$50 fee for the Temporary Permit.
 - b. The Environmental Health will contact concessionaires individually to collect payment.
 8. Health Inspection:
 - a. The City Health Inspector will inspect each food truck an hour before the event start time.
 - b. Food trucks must comply with current guidelines for food handling and have a current Texas Food Handlers Certificate.
 9. Vendors may not have any loud music, noise or amplified sound from their space.
 10. Vendor's staff shall be clothed and groomed in a clean, neat fashion and shall conduct themselves in an appropriate manner. Coppell is a family friendly environment, and all vendors should keep that in mind.
 11. Coppell Parks & Recreation is not responsible for any damage to vendor property in any way, including but not limited to damage caused by inclement weather.

D. Load In & Load Out

1. Load in for food trucks will be at 9:30 a.m. A Coppell Parks and Recreation staff member will meet you at the event entrance to help you locate your assigned space. Trucks must be ready for inspection by 10:00 a.m.
2. Load in for marketplace vendors will be from 8 a.m-10 a.m. Vehicles will only be allowed down in marketplace area to drop-off supplies. All vehicles must exit to parking lot immediately after unloading. A Coppell Parks and Recreation staff member will meet you at the event entrance to help you locate your assigned space.
3. Vendors who do not arrive at scheduled time will be placed on stand-by and may not be allowed entrance into the event.



4. Placement of food truck at the event will depend on the order of arrival and electricity needs.
5. Instructions will be sent via email before event.
6. Food vendors will not be permitted to leave the event until attendees have vacated event grounds.
7. Marketplace vendor vehicles will not be allowed to come down into vendor area till attendees have vacated.

E. Electricity, Water & Trash

1. The City of Coppell will provide electricity but needs an accurate assessment of electrical load and circuit type for food trucks. Please be clear with your electricity needs. We recommend all food trucks submit a photo of your plug to be certain. We prefer to not use generators when possible.
2. Inaccurate descriptions of power needs may lead to non-participation at the event.
3. There is no water or ice source on site. Please make plans to provide your own water.
4. Trash disposal associated with concession operations is the vendor's responsibility. City of Coppell staff will also place additional trash barrels and recycling bins all around event grounds to ensure park grounds are kept as clean as possible.

F. Contact Information

1. Please email events@coppelltx.gov your vendor photos, vendor items and electricity needs.
2. For any questions or concerns, please contact Sunday Thompson, Special Events Supervisor at (972) 462-5104 or athompson@coppelltx.gov.