



CITY OF KYLE

Parks & Recreation Department

700 Lehman Road- Kyle, Texas 78640 (512) 262-3939 crocha@cityofkyle.com and saligaweesa@cityofkyle.com

2023 December Festivities: 25 days of Christmas

Paid Vendor Guidelines

On behalf of the City of Kyle, we would like to thank you for your interest in being an official vendor for our 25 days of Christmas. Throughout the month of December, we will have holiday lights nightly, Christmas music, live music, vendors from local groups, organizations, clubs, and businesses that will provide treats to residents of Kyle. Join us at Mary Kyle Hartson City Square Park for the official Kyle Kick off to the Holidays!

25 days of Christmas will be on December 2- 23. Please see the schedule attached for more information. We are only accepting market vendors on Saturdays during the month of December. Food vendors are accepted Thursday-Sunday.

We are only accepting craft vendors 12/2, 12/9, 12/16, and 12/23.

Please keep in mind this is a family friendly event. Please decorate the vendor area accordingly. We have limited spaces available.

You will be notified by email when your application has been received and approved. As well as designated vendor spaces.

* ALL participants are responsible for providing their own vendor booth items.

We highly encourage you to register early.

The deadline to register is for 25 Days of Christmas, is the Monday prior to the date requested unless otherwise stated.

Examples requesting December 7-10, the deadline is November 27.

Please allow 1-2 business days for processing of the applications.

Fee: Vendor Booth fee \$35.00 PER 10x10 space

Deadline: Deadline to apply and pay is 4:00 p.m. the Monday before each week request (see example above)

Booth Vendors: (All Vendors not offering food/drink intended to be consumed on site) Texas Sales Tax Certificate required as applicable. These vendors may sell items permitted within the CBD-2 Zoning District. Cottage Food Vendors must conform to Texas Law HB 970. All Vendors must be 18 years of age or older.

Rules & Regulations:

- Payment must be made within 5 business days of approval email. Failure to do so may result in the cancellation or forfeiting of vendor space.
- You are limited to offer the items you list on your application.
- Decisions will be based on received date of this application and number of events paid for.
- Vendors are responsible for their own display equipment, tents/canopies, utilities and set up.
- All items must be within the booth space. Roaming sales are not permitted.
- Vendors showing, offering, displaying, or bringing notice to live animals are not permitted. Pets on leash and service animals are acceptable.
- The City of Kyle is not responsible for enforcing private company's or corporation's rules on multiple vendors at same events.
- All vendors are required to bring their own weights to hold your tent/canopy down. Vendors within the Mary Kyle Hartson Park will be **PROHIBITED** from utilizing stakes/or nails to hold down canopies.
- **Electricity is not provided by the city.** Personal quiet generators with a less than 70 decibel rating may be permitted within your booth. Power cords, hoses or any items must stay within your booth space.
- Vendor spaces will be assigned by a City of Kyle Employee. The areas available will be designated by cones or area markers.
- Set-up before 3:00pm is prohibited. Please be aware staff may only be present 2:45pm – 9:00pm.
- Vendor setup time Thursday, Friday, Sunday by 5:30pm and Saturday by 3:45pm take down at 9:00 pm. Vendors will be sent a map of set-up location by Wednesday at 5pm.
- All vendors should exhibit high quality standards. Kyle Parks and Recreation Department Staff reserves the right to allow, or disallow, vendors, products and/or merchandise that we feel do not meet these standards.
- Payment Options: Credit Card, Cash, Check, or Money Orders
 - Please make checks payable to: City of Kyle Parks and Recreation Department, 700 Lehman Rd, Kyle, TX 78640.



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BUSINEES NAME: _____ **CONTACT NAME:** _____

MAILING ADDRESS/CITY/ZIP CODE: _____

PHONE NUMBER: _____ **EMAIL** _____

ORGANIZATION WEBSITE: _____

SOCIAL MEDIA HANDLE: _____

Texas Sales Tax I.D. Number) if required by the State if Texas):

- I am a Cottage Food Vendor and I understand the law and limitations.
- I understand that my space does not include electricity and that I may bring a “quiet” generator.

25 days of Christmas (please indicate the dates requested):

Requested dates must be made by the Monday prior date(s) requested.

Please list ALL items that you plan to sell at the event **MUST BE SPECIFIC:**

I would like to request _____ space(s) \$35 (per 10 X10 space X per day) total: _____

CERTIFICATION AND RELEASE OF LIABILITY:

I, the undersigned, certify that I am 18 years old or above participating in the *City of Kyle Parks and Recreation Department December Festivities*. I understand that falsification of any information on this form may disqualify me from this event. In consideration of the acceptance of my registration in the *December Festivities* I hereby release the City of Kyle, the City of Kyle Parks and Recreation Department, their agents, employees, officers, and servants from any and all damages and injuries which may occur while I am participating in the *December Festivities*. I certify that I have the legal authority to execute this release on behalf of myself. I also certify that I have received and read this application form completely. I understand that the City of Kyle Parks and Recreation Department staff have the authority to remove participants from the event without refund.

Permission for Photography: The City of Kyle Parks and Recreation Department staff have the authority may use photographs of me to promote city events.

Permission for Medical Treatment: I acknowledge that I have given my authorization for myself to receive medical attention in case of injury or an emergency.

Permission for Equipment Release: I understand that whatever equipment I bring to the event is at my own risk and the City of Kyle is not responsible for lost, stolen, or damaged property. I further understand that I will be responsible for any equipment issued to me by the City of Kyle and will return it to the same person and in the same condition as when I received it.

Signature: _____

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Vendor Application contract must be scanned and emailed to crocha@cityofkyle.com and saligaweesa@cityofkyle.com or mailed to the City of Kyle - Parks and Recreation Department, 700 Lehman Road., Kyle TX 78640.

Any Questions please call Sheba Aligaweesa 512.262.3939

Or email: Parks@cityofkyle.com



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Please keep in mind the information is subject to change at any time.

