

# 2023 Vendor Information

## Event Information:

- Where: Downtown Valley View Square (300 Block of W. O’Buch, Valley View, TX 76272)
- **When: Saturday, March 25, 2023**
- Website: <https://fb.me/e/1qhRxCzLA>

## Application Information:

- We reserve the right not to duplicate businesses promoting the same product or service. Space is reserved on a first-come, first-served basis. Cancellations must be submitted via email no less than 14 days prior to the event to qualify for a refund.
- All fees must be paid at the time you submit your application. Once your application is approved, it will serve as your contractual agreement to participate in the 151st Birthday event.
- A temporary health permit is required for all food vendors. Permits are provided by the City of Valley View.
- It is the responsibility of the vendor to collect and report sales tax from the event in the name of the taxing authority of the City of Valley View. As applicable, Vendors are required to have a Texas State Sales and Use Tax Permit clearly showing their tax ID number posted in the booth at all times.
- This event occurs rain or shine! Please be prepared.
- **Application deadline is Friday, March 17th by 11:30 am.**

## Setup Information:

- Vendor set up is Saturday, March 25th from 6:00am – 9:00am. The City will not be responsible for missing or stolen items. If you have a large vehicle or trailer to maneuver, please plan on arriving early. Details will be provided later on Vendor Parking.
- Electricity is extremely limited and may only be available for food vendors.
- All materials must fit in assigned vendor space.
- Vendors are responsible for bringing tables, chairs, tents, extension cords, etc.
- Only whisper generators are allowed. The City reserves the right to turn off a generator if it is deemed too loud. Battery powered lanterns are recommended.
- All food vendors must clearly display temporary health checklist (which will be passed out the day of the event by the health inspector).
- Booths are located outside on either road surface or grass. Be prepared with awning tiedowns, etc.
- Booths must have at least one person present at all times.
- Vendors must operate their booth up until 6:00 and cannot tear down until then.
- **Vendors are responsible for leaving their area in the condition that it was originally received in, i.e. removal of all debris such as boxes and trash.**

## Contact Information:

**Lynn Morgan**

**clerk@cityofvv.com**

City of Valley View

PO BOX 268/101 S. Frontage Rd.

Valley View, TX 76272

# 2023 Vendor Application

Organization/Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Website/Facebook (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

Booth Space: \_\_\_\_\_ 10' x 10' \$60 Non Profit Space – Limited to 10 Non-Profit Vendors  
\_\_\_\_\_ 10' x 10' \$65 Valley View Chamber of Commerce Member (Membership will be verified)  
\_\_\_\_\_ 10' x 10' \$75 \_\_\_\_\_ 20' x 10' \$130

Texas State Sales and Use Tax Permit Number (if applicable): \_\_\_\_\_

Name on Permit: \_\_\_\_\_

Description of products/services being sold/promoted:  
\_\_\_\_\_  
\_\_\_\_\_

**\*\* DID YOU READ THIS APPLICATION THOROUGHLY? CHANGES WILL NOT BE ACCEPTED AFTER MARCH 17TH! \*\***

**Food Vendors Only:**

Electricity is available for an additional \$25. Do you require electricity: \_\_\_ Yes \_\_\_\_\_ No

If yes, specify how many of each type of plug (110 volt or 220 volt) and how many amps you will be pulling from each:  
\_\_\_\_\_

Food vendors must complete attached Temporary Health Permit Application and include payment of \$60.

**Submit application and payment to City of Valley View, PO BOX 268/101 S. FRONTAGE RD., VALLEY VIEW, TX 76272**  
Receipt of application & payment will be confirmed via email. If paying by check or money order, please make payable to City of Valley View. Cash must be paid in person. **Application deadline is Friday, March 17th by 11:30 am.**

FOR OFFICE USE ONLY

Approved: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_  
Date: \_\_\_\_\_ Notes: \_\_\_\_\_