



# CIBOLOFEST October 14, 2017 – BOOTH REGULATIONS



- All applications and fees will be accepted in person at Cibolo City Hall or by mail no later than October 2, 2017.
- Make checks payable to City of Cibolo. No applications will be accepted without signature, witness signature and full payment.
- The City of Cibolo will not regulate the amount of vendors selling any type of item or brand for non-food booths.
- All booths will be monitored throughout Cibolofest by the booth committee to ensure that all regulations are adhered to.
- Booth fees are for SPACE ONLY. Fees do not include tables, chairs, tent, etc. If your booth/equipment exceeds the allotted 10' x 10' space you are required to purchase an additional booth space.
- Booths are classified as Arts/Crafts (any non-food merchandise) or Food Booth. No combination booths are allowed. If you wish to sell both Non-Food and Food items you are required to apply and pay for one of each type of booth space.
- Each vendor must be set up and fully operational **no later than 9:30am**.
- No vehicles are allowed on the festival grounds during the hours of 9:30am and 10:00pm
- Vendors may **NOT** break down booths until 10:00pm. Any vendors who do so will not be invited to participate in future Cibolofest's.
- Setup of booths will be allowed on the evening of Friday October 13, 2017. The Police Department will have an officer on-site overnight. The time allotted for this will be communicated to each vendor the first week of October.
- All vendors are responsible for getting their items to and from their booth independently. You may bring a cart or wagon to use. **Staff and committee members are not allowed to transport vendors or their equipment/supplies** so please make arrangements beforehand.
- Any novelty items deemed inappropriate for juvenile sales will not be permitted at Cibolofest.
- Any offensive or inappropriate pre-printed items on t-shirts, hats, etc. are not permitted. Any item deemed unsafe may not be sold.
- Generators are allowed on festival grounds. Any vendor who chooses to use a generator **MUST** indicate so on the application. Any vendor using a generator during the festival that has not notified the Booth Committee may be asked to turn it off. *(Please be mindful of neighboring vendors and Cibolofest attendees when using a generator due to the noise/fumes that may cause a nuisance.)*
- Only 2 vendors will be accepted to sell each major food item.
- Food booths are required to have a fire extinguisher in their space. Deep fryers require a specialty extinguisher. (Purple K)
- Food vendors are not allowed to sell alcoholic beverages.
- Promotional items may be passed out but water bottles may not be distributed for free during Cibolofest.
- No glass containers (e.g., drinks, beverages) may be sold at Cibolofest.
- Electricity is optional, limited and assigned on a first come-first serve basis. Electricity is not available in all areas of the festival grounds.
- Power provided by the City of Cibolo is **ONLY** available to food vendors. Power is designed for fans and nighttime lights and must be paid in advance.
- Only one appliance is allowed per electrical outlet. The City of Cibolo reserves the right to limit electrical appliances being used in booths.
- Any vendor who pays for/utilizes electricity will need to furnish their own extension cords. Extension cord should be at least 10 gauge and 100-150 ft. in length. Electric/extension cords may **NOT** be placed on the ground or above any walkways.
- Vehicles will be allowed on the grounds before and after the festival to unload/load supplies in an allotted time space. Any vendor arriving late to unload will **NOT** be allowed vehicle entry to the Cibolofest grounds to ensure the safety of other vendors and festival attendees.
- A map of the vendor parking area will be provided to you before the festival in a letter/email along with scheduled unload time allotments.
- Any booths conducting raffles **MUST** note this on their application for approval by the booth committee.
- No roaming sales or booth advertisements are allowed. **All booth participants must stay within the 10' x 10' booth space** (or larger if multiple spots are purchased). The area in front of each booth space is a walkway and sales will not be permitted from this area. Booth participants/workers cannot leave the booth to advertise or lure customers into their booth. Any booth who is found to be doing so may be closed immediately by the Booth Committee.
- All vendors must break down all boxes and take to dumpsters. The location of dumpsters will be determined at a later date and you will be informed of it in your final instruction letter. No boxes are to be placed in trashcans on the grounds or trash cans along Main Street.
- Please note that it may be windy and each vendor is responsible for bringing their own weights or other heavy item to hold down their tent, equipment, supplies, etc. The City of Cibolo is not responsible for any damaged caused by weather conditions.
- The City of Cibolo is not responsible for any lost, stolen or damaged items in or around your booth space.
- No booth fees will be refunded for any reason.

**- I have read and understand the regulations.  
- I agree to all of its terms and conditions**

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Signature of Participant

Date



# CIBOLOFEST 2017 APPLICATION FOR ARTS/CRAFTS BOOTH (NON FOOD SALES)

## October 14, 2017



**BUSINESS NAME:** \_\_\_\_\_

**OWNER NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**\*\*EMAIL ADDRESS:** \_\_\_\_\_ **ALT PHONE:** \_\_\_\_\_

**\*\*Correspondence will take place via email when possible. Please write the address legibly.**

**Is this a non-profit organization?**      **YES**      **NO**      *\*If yes, must include documentation to verify.*

**Will your booth be utilizing a generator?**      **YES**      **NO**      **Purpose:** \_\_\_\_\_

**Provide a description of items to be sold in your booth:** *(Please read booth regulations for items that aren't permitted)*

### SETUP ARRIVAL TIME PREFERENCE SELECTION

*Please indicate a preferred setup **ARRIVAL** time allotment for the morning of Cibolofest: (This selection is a preference and not guaranteed as spots are limited and assigned on a first come-first served basis.)*

*6:45am - 7:30am*

*7:30am - 8:15am*

*8:15am - 9:00am*

### **VENDOR'S AGREEMENT/CHECKLIST**

- Release & Indemnification Agreement read and signed. The application will not be processed if it is not signed.
- Completed Application *(Applications will not be accepted and processed without full payment.)*
- Booth regulations and rules have been read.
- Your booth must remain intact and in your space from 10am-10pm on October 14, 2017.
- No booth fees will be refunded for any reason.
- Fees for each 10'x10' booth space is **\$20.00**.

*Number of Booth Spaces:* \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ *(Total amount due with application)*

### **PAYMENT METHODS**

- ❖ Cash, Check and Credit Cards (3% fee for CC) accepted in person at **200 South Main St., Cibolo, TX 78108**
- ❖ Checks should be made out to the **City of Cibolo**
- ❖ Mail applications and full payment to **Cibolofest, P.O. Box 826, Cibolo, TX 78108**

*Please contact Amanda Valdez ([avaldez@cibolotx.gov](mailto:avaldez@cibolotx.gov)) and Peggy Cimics ([pcimics@cibolotx.gov](mailto:pcimics@cibolotx.gov)) with any questions. Office Phone: 210-658-9900 ext. 3111 or 3112*

### **For Office Use Only**

Date Received: \_\_\_\_\_ Booth Category: \_\_\_\_\_ Setup Time: \_\_\_\_\_  
 Accepted By: \_\_\_\_\_ Payment Method: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Booth #: \_\_\_\_\_



## RELEASE AND INDEMNIFICATION AGREEMENT

**CIBOLOFEST 2017**

October 14, 2017

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*Participant Name*

I, the above named PARTICIPANT, am eighteen years of age or older and have voluntarily applied to participate in the above Activity or Booth. I acknowledge that the nature of the Activity or Booth may expose me to hazards or risks that may result in my illness, personal injury or death and I understand and appreciate the nature of such hazards and risks. In consideration of my participation in the Activity or Booth, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release the above named City of Cibolo, its governing board, officers, employees and representatives from any liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damaged to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity or Booth, whether caused by negligence of the City of Cibolo, its governing board, officers, employees, representatives, or otherwise. I further agree to indemnify and hold harmless the City of Cibolo and its governing board, officers, employees and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Booth.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR BOOTH AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENCE OR INTENTIONAL ACT OR OMISSION.

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Signature of Participant

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Date

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Witness

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Date