



# City of Creedmoor Vendor Application 2024

5008 Hartung Lane, Creedmoor, Texas 78610

Website: CityofCreedmoortx.gov

Please make checks payable to: City of Creedmoor

**This application is for vendor booths for Mayfest/Okttoberfest 2024, and has 3 pages – please complete and read all pages. Please print or type all information below:**

Name of Event you applying to be a vendor for: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Name of Vendor, Group or Non-Profit Group: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell phone \_\_\_\_\_

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

Please provide a description of the items you will be selling: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please specify the type and size of booth you require below (BOOTH FEES ARE NON-REFUNDABLE AND ARE ON A FIRST COME FIRST SERVE BASIS)**

- GENERAL BOOTH** for Handmade or Manufactured Items (We require a Sales Tax Permit)

**Outdoor Booth:**

**Indoor Booth:**

\_\_\_\_ 10' x 10' for \$30    \_\_\_\_ 10' x 20' for \$40

\_\_\_\_ 10' x 10' for \$50    \_\_\_\_ 10' x 20' for \$70

Electricity? Yes or No (Limited access)

Electricity? Yes or No (Limited access)

- FOOD BOOTH** (We require a copy of the Sales Tax Permit and Food Handlers Permit)

**Outdoor Booths Only:**

**Indoor Kitchen Use:**

\_\_\_\_ 10' x 10' for \$60    \_\_\_\_ 10' x 20' for \$80

\_\_\_\_ \$200

Electricity? Yes or No (Limited access)

\* Vendors with food please provide a complete list of items to be sold: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- NON-PROFIT BAKE SALE BOOTH** (No electricity available, please see Rules & Requirements. No food or sales tax permit required)

**Indoor / Outdoor Booths** \_\_\_\_ 10' x 10' for \$10

- NON-PROFIT** (No electricity available, please see Rules & Requirements. No food or sales tax permit required)

**Indoor / Outdoor Booths** \_\_\_\_ 10' x 10' for \$10

- INFORMATIONAL TABLE** (No electricity available, please see Rules & Requirements. No food or sales tax permit required.)

**Indoor / Outdoor Booths** \_\_\_\_ 10' x 10' for \$10

**ALL APPLICATIONS MUST BE SUBMITTED NO LATER THAN ONE (5) DAYS PRIOR TO THE EVENT DATE AND MUST INCLUDE:**

- 1) THIS COMPLETED APPLICATION FORM**
- 2) A SIGNED COPY OF THE RULES AND REQUIREMENTS (page 2 & 3 of this application)**
- 3) A COPY OF YOUR TEXAS STATE PERMIT(S)**
- 4) ALL BOOTH FEE**

## **City of Creedmoor Booth Rules and Requirements**

All booth fees, sales, and contributions made to the City are used to pay for the prizes, materials, entertainment, and expenses for future city events or used on the Creedmoor Community Center and surrounding grounds.

### **BOOTH RULES AND REQUIREMENTS:**

- 1) Vendor's name(s) must be prominently displayed on the booth, along with the \* Texas State Tax permit.
- 2) Food booths must also display the \*\* Texas Department of State Health Service Food Establishments permit.
- 3) No food will be sold in commercial or crafts booths, except for pre-sealed jars of jam, jelly, veggies, or pickles or pre-mixed dry soups, etc.
- 4) The entire booth must be confined to space assigned.
- 5) Specific booth location requests will not be accepted.
- 6) Vendors must supply all chairs, tables, canopies, supplies, etc. and must supply heavy duty extension cords if hook-up to electricity is necessary.
- 7) Excess noise of any kind is prohibited.
- 8) Booths may set up (no security) the Friday night before the event, from 9-11 p.m. or Saturday morning (day of the festival) from 6-8:00 a.m. (This is for Mayfest and Oktoberfest only)
- 9) Times for booths (for Mayfest and Oktoberfest) on Saturday unless otherwise stated are:  
Craft Booths: 8:00 – 5:30 pm  
Food Booths: 8:00 – 5:30 pm
- 10) Booth applications, a copy of Texas State Tax permit, fees and a signed copy of these rules and requirements must be submitted no later than one (1) week before festival date.
- 11) BOOTH FEES ARE NON-REFUNDABLE.

**\* SALES TAX PERMIT REQUIRED:**

According to Rule 3.286, Part 1, Title 34 of the Texas Administrative Code, every person or entity, who sells or transfers ownership of taxable items at a flea market, mall or trade day or event, is required to have a sales tax permit. All vendors will be asked to show proof of their Texas Sales and Use Tax permit or proof that they are exempt prior to issuance of a daily booth permit. The tax to be collected and the Local Govt. reporting Codes are as follows: State of Texas 6.25% (no code); Travis County .50% (4105004); Village of Creedmoor 1.50% (2105095). The total tax is 8.25%. The physical address of Creedmoor Community Center is 12511 FM 1625, Creedmoor, TX 78610.

**\*\* FOOD PERMIT REQUIRED:**

Each temporary food establishment, unless operated by a non-profit organization or in an area that is under the jurisdiction of a local health authority, shall have a valid permit issued by the Texas Department of State Health Service Food Establishments Group.

You may request a permit application by calling the Department at (512) 834-6626 or by downloading the application from the following website: <http://www.dshs.state.tx.us/fdlicense>

**In no event shall the City of Creedmoor be liable for any indirect or consequential loss or damage in connection with this Agreement. Neither the City nor the Organizers shall be liable for any indirect or consequential loss or damage other than what is set forth in the agreement.**

**If you have questions, or would like to turn in a completed contract please email:**

**Social@cityofcreedmoortx.gov**

I have read and understand all the above rules and requirements and I understand that booth fees are non-refundable. I understand that the Vendor Application will not be considered final until I have received a signed (by office personnel) copy returned to me.

Print Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

-----**Office Use Only:**-----

Date received: \_\_\_\_\_ Received By: \_\_\_\_\_

Payment Method:

\_\_\_\_ Cash      Amount: \_\_\_\_\_

\_\_\_\_ EZ Net Pay    Amount: \_\_\_\_\_

\_\_\_\_ Check      Amount: \_\_\_\_\_      Check Number: \_\_\_\_\_