



**CITY OF LUCAS
FOUNDERS DAY
BOOTH APPLICATION**

To reserve a booth space, please complete this application form and submit to:
Kent Souriyasak at kent@lucastexas.us
665 Country Club Road, Lucas, TX 75002

BUSINESS/ORGANIZATION _____

CONTACT NAME _____

MAILING ADDRESS _____

CITY / STATE / ZIP _____

PHONE NUMBER _____ CELL PHONE _____

E-MAIL _____

BOOTH/VENDOR INFORMATION

- Booth spaces are 10 x 10 and free of charge. If you require more space, please indicate the number of additional spaces needed: _____ (We will do our best to accommodate this.)
- Only **HOMEMADE** items will be accepted for Arts & Crafts.

TYPE OF BOOTH/VENDOR:

- Arts & Crafts**
- Commercial** (*Commercial booths cannot sell items*)
- Non-Profit**
- Service Organization** (*Churches, Schools, Scouts, etc.*)

DESCRIPTION:

Please provide a description of the items and, or information you will be distributing.

EVENT RULES, POLICIES, & PROCEDURES

ACCEPTANCE:

The City of Lucas reserves the right to reject any or all applicants. Each booth will receive a booth number, and assignments will be made according to types of booths.

HOURS AND LOCATION:

Event hours: 12:00 pm - 4:00 pm on Saturday, May 11, 2019
Location: Lucas Community Park, 665 Country Club, Lucas, TX 75002

ELECTRICAL POWER:

Generators are not permitted.

BOOTHS:

The City will provide only booth space. Exhibitors are to provide their own canopy, tables, chairs, racks, shade, etc. Exhibits and tables must fit in and be no larger than 10 X 10. If additional space is necessary, please indicate on the application. Based on availability, the City will notify you if we can accommodate your request for additional space.

- Voice amplification equipment, such as bull horns and loud speakers are not permitted.
- Please bring substantial change. Monies are not available on site.
- Booths must be attended at all times during the event.

SET-UP RULES:

Vendor check-in will be at 10:00 am on Saturday, May 11, 2019. Please unload and remove vehicles and trailers before 11:00 am. All vendors must be set and ready to operate by 12:00 pm.

TEAR DOWN RULES:

You may not take down your booth until 4:00 pm. Vehicles may not enter the area until the crowd has left the area. All vendors must have booths, equipment materials etc. removed by 5:00 pm.

WASTE AND CLEAN UP:

All trash/garbage should be properly disposed of or hauled away at the end of the event.

FIRE AND SAFETY:

All vendors must comply with all pertinent fire codes, laws, ordinances and regulations for health, fire prevention, and public safety.

CANCELLATIONS:

If a vendor must cancel for any reason prior to the event, they must send an email of cancellation to Special Projects Coordinator Kent Souriyasak at kent@lucastexas.us.

In case of inclement weather, the event may be cancelled.

*I, the undersigned applicant, do hereby fully release, indemnify and hold harmless the City of Lucas, its officers, employees, agents and representatives from any and all claims of, suits, liabilities, damages and causes of action of any kind whatsoever, statutory or otherwise, **personal injury including death, property damage and lawsuits and judgments, including court costs, expenses and attorney's fees, and all other related expenses that the applicant has, or might have, known, or unknown, now existing or that might arise hereafter directly or indirectly from the applicant's involvement and participation in the above-referenced City of Lucas event. This provision shall survive the termination of this agreement.***

My signature below indicates that I have read and understand the Booth Application and the terms of this Agreement, including its rules, policies and procedures and will comply with them. I agree to sign this agreement without written modification.

Signature Printed Name Date