



CITY OF KYLE

Parks & Recreation Department

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

2023 Santa's Arrival Paid Vendor Guidelines

Santa's Arrival will be Friday, Dec. 1 from 4 pm- 9 pm. The event will offer pictures with Santa, holiday music performed by local school choirs (elementary, middle, and high school) along with free activities for the children and food and market vendors. Come out and help us ring in the holiday season! This is a great opportunity to promote your organization, while also providing a fun and safe event for the residents of Kyle.

Setup for vendors will take place from 2 pm until 3:45 pm on Friday, Dec. 1. **ALL VENDORS MUST BE SET UP BY 3:45pm.** The official event time is from 4 pm – 9 pm at Mary Kyle Hartson Park. Please keep in mind this is a family friendly event. Please decorate the vendor area accordingly.

Vendors will be notified by email by Nov. 22 regarding space numbers. You will be notified by email when your application has been received and approved. ALL emails will be sent to the email address attached to the application.

We have limited spaces available

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

**Deadline to register is for Santa's Arrival is November 22, 2023 at 4 pm, unless otherwise stated.
We highly encourage you to register early.**

Fee: Vendor Booth fee \$35 per 10x10 space (Please be sure to account for all space needed especially food trucks)

Deadline: Deadline to apply and pay is November 22 at 4 pm.

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. Limited to 80 monthly vendors. All Vendors must be 18 years of age or older. ALL VENDORS MUST HAVE THE PROPER FOOD DOCUMENTATION REQUIRED BY HAYS COUNTY TURNED IN WITH YOUR APPLICATION.

Please make checks payable to: City of Kyle Parks and Recreation Department, 700 Lehman Rd, Kyle, TX 78640.

Rules & Regulations:

- You are limited to offer the items you list on your application.
- Decisions will be based on received date of this application.
- If spaces are not available when application and payment are received, staff will contact applicant via email.
- Vendors are responsible for their own display equipment, tents/canopies, utilities, and setup.
- 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 Harston Park will be **PROHIBITED** to utilize 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.
- Vendors are prohibited from setting up earlier than 2:00pm
- **All booths must be ready by 3:45 pm.**
- 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.



CITY OF KYLE

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

2023 Santa's Arrival Vendor Information

BUSINESS 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 of 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.

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 *Santa's Arrival*. 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 Santa's Arrival Event I hereby release the City of Kyle, the City of Kyle Parks and Recreation Department, their agents, employees, officers, and servants from all damages and injuries which may occur while I am participating in the Santa's Arrival Event. 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: _____

Deadline to register is for Santa's Arrival, is November 22 at 4 pm

Vendor Application contract must be scanned and emailed to 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

Please keep in mind the information is subject to change at any time with little to no noti

