

## Texas Hearing and Service Dogs'



14<sup>th</sup> Annual Mighty Texas Dog Walk

# Auditorium Shores

Downtown Austin – Auditorium Shores 1<sup>st</sup> & Riverside Dr.

Saturday, April 7, 2012 9:00 am

Vendor Hours: 7:00 am – 1:00 pm

**All professional vendors are invited to participate.  
Estimated attendance is 10,000+ dog lovers**

# Vendor Application

## **Are you ready for some Heavy Petting?**

Calling all Dogs (and their people) to set a new **Guinness Record** for the **World's Largest Dog Walk** on Saturday, April 7, 2012. Thousands of people will attempt to beat the British current record of 17,427 dogs with a 3-mile stroll around downtown Austin ending in a celebration at Auditorium Shores.

If you and your Dog want to participate in the Mighty Texas Dog Walk, please go to [www.servicedogs.org](http://www.servicedogs.org) and click on the Dog Walk link.



**Please note: The Mighty Texas Dog Walk is owned and operated by Texas Hearing and Service Dogs. Roadway Productions is coordinating some vendors and managing some aspects of the production at Auditorium Shores.**

### VENDORS OPENINGS

**FOOD** – Three (3) food booth spaces are available to professional vendors. The food vendors must not conflict with established food vendor sponsors of the Mighty Texas Dog Walk. All menus and booths must be juried and all items must show good taste and taste good.

**ARTS & CRAFTS / MERCHANDISE** – Fifteen (15) booth spaces are available for arts and crafts. Roadway will accept handmade, as well as resale gift items. All items must be juried, be family appropriate, and show good taste. Pet related items and merchandise are not eligible for Arts & Crafts booths. A limited number of Pet item sponsorship opportunities are available through [www.servicedogs.org](http://www.servicedogs.org).

**COMMERCIAL & BUSINESS SERVICES** – Forty (40) booth spaces are available for commercial businesses or services. Commercial vendors are defined as widely available products and services. All pet related services and merchandise must be coordinated through [www.servicedogs.org](http://www.servicedogs.org).

*Regardless of previous event participation, all vendors must be juried by Texas Hearing and Service Dogs. Roadway Productions reserves the right to limit similar vendors in all categories to insure variety and prevent undue competition.*

## APPLICATION SCHEDULE AND DEADLINES

- **December 1, 2011 – March 12, 2012:** Applications accepted pending space availability. Previous participation as a vendor or submitting an application before the deadline is not a guarantee of acceptance.
- **March 12, 2012: cancellation deadline.** No refunds or transfers on cancellations after March 12, 2012. \$35 cancellation fee.
- **March 12, 2012 – April 2, 2012:** Pending space availability, late applications will be accepted.
- **March 23, 2012:** Deadline to get a health permit.
- **April 2, 2012:** Last day to submit application. No applications accepted after April 2. No excuses, no whining.

## SHOW SCHEDULE (Subject to change)

**Set up Fri. April 6, 2012**..... 2 pm – 7 pm

**Overnight Fri April 6, 2012:** *You may leave your display set up within the event area as long as it is secured against weather and intruders. We do have a substantial security force, but we are not responsible for damage to your property.*

**Booth preparation Sat. April 7, 2012** .....5:30 am – 6:00 am

*All vehicles must be off the site by 6:00 am on Saturday, April 7. No vehicles allowed inside the festival area during operating hours.*

**Vendor Exhibition hours**.....7 am – 1pm

**Dog Walk**..... 9 am

**Tear down**.....1pm –3pm

*Security will determine when it's safe to drive into the area for load out. You may not tear down or dolly your items out before 4 pm. All equipment must be gone by 7:00 pm on Sat., April 7, 2012.*

## BOOTH SPACES

- Approximately **3** (10x20) booth spaces are available for food, **15** (10x10) booth locations are available for merchandise, and 40 (10x10) booth spaces are available for commercial businesses and services.
- All booth displays and merchandise must be juried and approved by Texas Hearing and Service Dogs.
- Similar items will be limited to ensure variety and undue competition.
- Most booths are located on a grass or dirt surface.
- You must stay entirely within your space. Trailers, including the tongue and awnings, must fit within the space. **No exceptions!**
- All booths spaces are assigned in order received, allowing for proper distance between similar items.
- Power requirements, especially for food booths, determine on-site locations.

## RULES FOR ALL VENDORS

- All booth displays and merchandise must be juried and approved. Photos required w/application. No event merchandising (T-shirts, etc.)
- All pet related merchandise must be coordinated through [www.servicedogs.org](http://www.servicedogs.org).
- All items must show good taste, taste good, and be family appropriate.
- **All deposits and fees must be paid prior to the event.** Your check will only be cashed upon acceptance or your credit card will only be charged upon acceptance. If you are not accepted, your check will be returned to you or destroyed or your credit card will not be run.
- Display or set-up equipment, such as tables, chairs and tents are not available but we can help you find them.
- Your booth must be kept clean and orderly at all times.
- Because of the early start time, vendor set up is Friday April 6 only.
- Your booth must be open & staffed the entire time.
- Personnel must be clean and appropriately attired at all times.
- No pets in food booths at anytime and no workers under age 14.
- You are responsible for clean-up of your space during and after the show.
- Any color pop-up tents are acceptable; strung up tarps are not.
- Booth locations are first come first served. We cannot guarantee a specific location or type of booth (i.e. corner).
- The perimeters of your booth must be entirely defined. If using tables, they must be draped or decorated. Boxes, storage containers or trash must not be visible to the public.
- Vendors are encouraged to decorate their booths appropriately for the event and to help advertise its merchandise.
- Floor coverings are mandatory in all food booths and recommended in all other booths. This applies to all surfaces, paved and not paved.
- All booths must display a sign or banner with your business name. Food booths must display a menu with prices.
- No glass allowed in the park.
- No open flames are allowed under tents.
- No nails, spikes, or fastening devices can be driven into pavement.
- All booths and/or vehicles must be removed by 7:00 pm on April 7, 2012.
- Each booth is responsible for disposal of all trash generated by your operation. Failure to do so may result in a citation and exclusion from future events. You must carry your waste offsite for proper disposal. No dumping in the grounds, drains, creeks, woods, or adjacent area! If you leave anything behind, you will have to pay a removal fee and a fee for cleaning the area.
- You must have a Health Department Temporary Food Permit if you sell or sample any food or beverage. Your booth may be inspected by the Health Department prior to operating and during the event.

**Because of the early event hours (7am – 1pm), vendor set up is Friday, April 6, 2012.**

## VENDOR FEES

### Rides, Games, & Attractions Vendors

- Your booth fee is 20% of your total sales after taxes.
- All vendors will pay a non-refundable deposit (amount listed on the page 4). All of it will apply towards the percentage of your total booth sales.
- Health permits, electricity, and late fees are separate charges and not included in your deposit. You must pay these charges in addition to your percentage.
- All deposits must be paid in full when you submit your application.
- Vendors are responsible for paying their own taxes.
- Roadway Staff will collect any vendor percentage fees due at the end of the event. Vendors who skip out or don't settle will be turned over to County Law Enforcement Authorities and prosecuted for Theft of Services.
- If vendor sales are less than the deposit paid, vendors will not have to pay additional money toward their sales percentage.
- Deposits are non-refundable. Roadway Productions and the Mighty Texas Dog Walk will not issue refunds or credits if vendor sales are less than deposits paid.

### Food, Arts & Crafts, and Commercial Services Vendors

- Your booth fee is the flat fee listed on page 4. No percentage required.

## ELECTRICITY

- Electricity is provided by Outlets in Park.
- Vendors receive (1) 20-amp outlet with your booth space if Requested.
- Food Vendors must submit a diagram and list their power requirements.
- All vendors using electricity need to bring at least 100 feet of heavy-duty extension cord labeled with your name and a grounded surge protector.
- No personal generators may be used without prior event approval.

## LOAD IN/OUT

- At this time, you will not be allowed to drive on Auditorium Shores's grass area. You must be prepared to load in and load out at the curb on Riverside Drive.
- You need to have adequate supplies and staff to get your gear to your booth site. A dolly or professional pushcart is recommended.
- Load in: Drop your items at the gate, go park, come back, set up.
- Load out: Drop items at gate, get vehicle, pull vehicle to gate, load out.

## TAXES

- All Vendors are responsible for collecting & paying State Sales Tax. Austin sales tax is 8.25%. If you have any questions, contact the Texas Comptroller's Office at 1-800-252-5555 or check their website at [www.window.state.tx.us](http://www.window.state.tx.us).

## PARKING

- You will be issued (1) vehicle pass per booth that allows free vendor parking in a nearby state lot TBA.

## WEATHER

- This is an outdoor show and subject to the elements. **The SHOW GOES ON RAIN OR SHINE** but vendor and public safety is always our first concern.
- In the case of inclement weather, we will make every effort to continue; however, any decision to postpone, delay or cancel a show would have to be made at the latest possible moment.
- Due to the complexities of the festival, rescheduling and refunds are not possible.

## HEALTH DEPARTMENT INFO FOR FOOD VENDORS

- You are required to have an Austin / Travis County Health Department Temporary Food Permit to sell or sample any food or beverage.
- Roadway staff will apply for the permit on your behalf and give it to you before the event starts on April 7, 2012.
- You must abide by the rules of the Austin / Travis County Health Department Code for Temporary Food Establishments. The acknowledgement page of the document must be completed and returned with your application and fees. Contact us right away if you need this document.
- **Health department documents cannot be accepted and permits will not be issued after March 23, 2012.**
- Your booth may be inspected by the Health Department prior to operating and during the event. It is your responsibility to read and follow the Health Department guidelines. The Health Department Inspectors have the final word.

## CANCELLATION AND REFUNDS

- The cancellation deadline is March 12, 2012. Absolutely NO REFUNDS or TRANSFERS after the cancellation deadline.
- Any approved refunds will be issued immediately upon approval.
- There is a \$35 cancellation fee for all approved refunds.
- All cancellation requests must be in writing.

## CONTACT INFORMATION

- All communications will be e-mailed. You may send a self-addressed stamped envelope if you want written communication.
- Booth map, vehicle pass, and set-up instructions will be mailed to the address on your application about 1 week before the event.
- Prior acceptance to a Roadway show does not guarantee your acceptance into the Mighty Texas Dog Walk.
- More info: [www.servicedogs.org](http://www.servicedogs.org) or [www.roadwayevents.com](http://www.roadwayevents.com)

# Texas Hearing and Service Dogs' 14th Annual Mighty Texas Dog Walk Auditorium Shores, Austin, TX, April 7, 2012

**Please Print!**

Your Name: \_\_\_\_\_  
Business Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Area Code & Phone \_\_\_\_\_  
Cell/alternate phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Website \_\_\_\_\_  
Driver's License # / State \_\_\_\_\_  
Texas Sales Tax # \_\_\_\_\_

## **Photos (Please ✓ check)**

*This is a juried show. Your application can't be processed without photos of everything you want to sell or display in your booth, plus your booth set-up.*

- Enclosed (include self addressed stamped envelope if you want them returned)
- Will Email (Send 300dpi images to [vendor@roadwayevents.com](mailto:vendor@roadwayevents.com). Attach photos as JPG or GIF files. Attach up to 8 photos per email, but send as many separate emails as necessary.)

- Event hours are 7am – 1pm. Your booth must be open and staffed the entire time.
- All booths are located on a grass or dirt surface.
- Ask us about special electrical needs in advance. Silent generators OK with advance approval.

*Acknowledgement: I agree to the terms and conditions outlined in this application. All Applications must include full payment and required paperwork. Sorry, applications for The Mighty Texas Dog Walk Booth Spaces cannot be accepted with partial payments and incomplete paperwork.*

***MUST BE SIGNED!***



Signature

Date

## **VENDOR Application - Please Read Carefully** **Check ✓ your booth preferences**

*Pet product and service vendors please contact [www.servicedogs.org](http://www.servicedogs.org) for event participation information.*

- Food and Drink Vendors**
  - 10' x 20' booth. **\$200**
  - Health Permit \$45 (Required to sample ANY food/drink)
- Rides, Games & Attractions Vendors (no food)**  
**(Your booth fee is 20% of your total sales after taxes)**
  - Up to 10' x 20' space. **\$200 Deposit** toward 20% of your gross sales
- Arts & Crafts, Merchandise, Facepainters, Etc.**
  - Single 10' x 10' \$150 (Flat fee, no percentage)
  - Double 10' x 20' \$300 (Flat fee, no percentage)
  - Health Permit \$45 (Required to sample ANY food/drink)
- Commercial Business Products & Services**
  - Single 10' x 10' \$350 (Flat fee, no percentage)
  - Health Permit \$45 (Required to sample ANY food/drink)

**Cancellation deadline is March 12, 2012.** No refunds or transfers on cancellations after March 12, 2012. Pending space availability, late applications will be accepted March 12 – April 2, 2012. Deadline to get a health permit is March 23, 2012. No applications accepted after April 2, 2011. No excuses, no whining. \$25 returned check fee and \$35 cancellation fee.

**TOTAL AMOUNT ENCLOSED: \$** \_\_\_\_\_  
*Forms of Payment Accepted: Credit Card (MC, VISA, AMEX), Check, Money Order*  
**Make Checks Payable to Roadway Productions**  
*Returned check fee \$25*

CREDIT CARD NUMBER \_\_\_\_\_  
CREDIT CARD EXPIRATION (MMYY) \_\_\_\_\_  
CREDIT CARD BILLING ADDRESS (If different from application address) \_\_\_\_\_

**Send Applications to:**  
Roadway Productions  
PO Box 152020  
Austin, TX 78715-2020

**Contact info:**  
Phone: 512-441-9015  
Fax: 512-441-9016  
Email: [vendor@roadwayevents.com](mailto:vendor@roadwayevents.com)

<b>FOR OFFICE USE ONLY</b>	Contacted:	Reg #	Booth #
Pmt Amt:	Ck# or CC#:	Dt Dep:	

**Vendor Merchandise / Menu Disclosure**

Please List Each Item to be Sold  
(use additional sheets if necessary)

Price

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Vendor Technical Information**

**FOOD & DRINK Vendors:** Please list your power requirements below and draw a simple overhead view of your booth. Indicate serving direction.

**ARTS & CRAFTS Vendors:** Please list any special electrical or power requirements below. (There may be an additional charge for extra power.)

**ALL Vendors:** Please tell us if you need special accommodations or require handicap access.

**MIGHTY TEXAS DOG WALK ACKNOWLEDGMENT & RELEASE**

- I understand that during my participation in the MIGHTY TEXAS DOG WALK (EVENT), French N. Smith IV, Roadway Productions, and Texas Hearing and Service Dogs (PROMOTERS) merely arrange for the exhibition and sale of items and assume NO responsibility for the supervision or safekeeping of the same. The exhibitor further agrees to hold blameless the EVENT and PROMOTERS from any claim, action, or demand by any person for expense or damage arising from the exhibition.
- I agree to keep, save and hold the EVENT and PROMOTERS harmless from any and all action, liabilities, damages, judgments, costs and expenses including reasonable attorney's fees, in the event an action is filed or does in any way accrue against the EVENT and PROMOTERS of consequence of this Agreement or for any act, negligence or omission of the Sponsor or the Sponsor's agents, employees, participants or volunteers, in relation to the event. In addition, I will be responsible for reimbursement to the EVENT and PROMOTERS whenever such claims and actions reach voluntary settlements rather than judgments. Subsequent full contribution shall be paid to the EVENT and PROMOTERS.
- I agree that EVENT and PROMOTERS may use any photos or images of me (or images submitted by me) for publicizing the event with no compensation.
- I acknowledge that I have read and understand the information contained in this application. I further understand and agree that failure to abide by the rules stated in this application can lead to immediate disqualification and/or expulsion from the Mighty Texas Dog Walk with no reimbursement or legal recourse whatsoever.

**AGREED AND ACCEPTED BY:**

X \_\_\_\_\_  
Participant's Printed Name

X \_\_\_\_\_  
Signature Date

X \_\_\_\_\_  
Business Name

X \_\_\_\_\_  
Mailing Address

X \_\_\_\_\_  
City/State/Zip

X \_\_\_\_\_  
Area Code / Phone

X \_\_\_\_\_  
Email