



SPONSOR APPLICATION

Saturday, Dec. 5, 2020

10:00 a.m. to 3:00 p.m.

Please complete the enclosed form and return together with the application fee, electrical form, and Non-profit status letter (if applicable).

By Mail: Weatherford Chamber of Commerce
PO Box 310
Weatherford, TX 76086

In Person: Weatherford Chamber of Commerce
401 Fort Worth Hwy
Weatherford, TX 76086

Email: gmartinez@weatherford-chamber.com

Application due date: Monday, November 23, 2020



WEATHERFORD
CHAMBER OF COMMERCE



Thank you for your interest in participating in Christmas on the Square. The Weatherford Chamber of Commerce (WCOC) wants to provide a safe and fun experience for all attendees. Weatherford Chamber will be following the Texas State Governor's Guidelines closely and will be taking extra precautions to help against the spread of COVID-19. Please read the packet in its entirety so that we all do our part in keeping Christmas on the Square the fun family event we all know it is. **There will not be a children's activity area as in the past due to restrictions. Vendors wanting to provide an activity should consider the CDC Guidelines.**

Safety Precautions:

1. Provide hand sanitizer for yourself and shoppers
2. Wash hands frequently
3. Consider contactless or minimum contact payment options
4. Consider wearing CDC recommended protective equipment (masks/gloves)
5. Monitor your booth access so shoppers' practice 6 feet social distancing. If you have aisles, make them one way.
6. Please use common sense and keep our at-risk population in mind
7. Sanitize surfaces frequently

Important Information:

1. COTS will have the event official Santa Claus. We ask that to avoid confusion, that vendors NOT have Santa for photos at their booth.
2. Payment must accompany application form. Applications will not be reviewed for place until payment has been received in full. Vendors not accepted will receive refund.
3. **No informational or political booths will be accepted**
4. Acceptance & Placement of vendors is at sole discretion of the WCOC committee. Applications will be accepted/denied at their discretion
5. Vendors are responsible for trash removal at the end of the day.
6. Staking into the pavement for any reason is not allowed
7. Any violators to any rules listed on this application will not be allowed back to COTS
8. Application deadline is Monday, Nov. 23rd. If postmarked after Nov. 23rd a \$25 late fee will be assessed
9. Vendors will be assigned a specific location designated by area and booth. This festival is based on a first come first serve bases and previous vendors are not guaranteed acceptance
10. Vendors are required to furnish their own chairs, tables, awnings, umbrellas, and 100 ft. extension cord
11. Applications will receive notification of acceptance or rejection by Nov. 24th. No refunds will be made for cancellation or removal for cause. NSF checks must be replaced with a cashier's check or money order. No vendor will be accepted who has not redeemed an NSF check and paid the NSF check fee of \$50.00.
12. Booth Contest will not take place this year, we hope to bring it back next year.

Food Vendor Information

1. Place markers every 6 feet at checkout lines
2. No drink refills or shareable condiments allowed
3. Food vendors must provide proof of \$1,000,000 insurance upon application submittal. Weatherford Chamber of Commerce must be added as an additional insured to your policy.
4. All food vendors must provide their own trash can and a functioning, readily accessible **Class K fire extinguisher**. Trash bags and trash removal from the cans during the festival will be provided by COTS staff. Dumping of grease or other food waste is not allowed and will be fined \$300.00
5. No sampling or self-serve of food will be allowed

Note: All temporary Food Establishments and Mobile Food Units must comply with the City of Weatherford's Rules & Regulations. Failure to do so may result in revocation or suspension of permit. The City will inspect your booth the day of the event. Please contact Allynn Fisher, City of Weatherford Consumer Health Department at 817-598-4475 or afisher@weatherfordtx.gov to complete the required application and to pay the permit fee. Completed applications along with payment MUST be returned to the Consumer Health Department by 12:00 p.m. Friday, November 20, 2020.



Saturday, Dec. 5, 2020

Christmas on the Square

10:00- 3:00 p.m.

Weatherford Lights the Night Parade

6:30 p.m.

JOLLY-SOLD!

~~\$3,500~~

- Business logo displayed on website, Facebook and Email (Around Town)
- Recognition & Prominent Booth Space area at COTS (sponsor to provide tent, supplies, etc.)
- 2 Free Parade entries and priority placement in parade
- Listed on Banner for Parade

POINSETTIA

\$1,500- 3 Available

- Business logo displayed on website, Facebook and Email (Around Town)
- Booth space at COTS (sponsor to provide tent, supplies, etc.)
- 1 Free Parade entries in parade
- Listed on Banner for Parade

**APPLICATION
DEADLINE:
MONDAY, NOV. 23, 2020
(for printing purposes)**

Mail to: Weatherford Chamber of Commerce
P.O. Box 310
Weatherford, TX 76086

For more information call the Chamber
(817) 596-3801

Or email Gloria Martinez
gmartinez@weatherford-chamber.com

MISTLETOE

\$2,000 – 2 available

- Business logo displayed on website, Facebook and Email (Around Town)
- Recognition & Prominent Booth Space area at COTS (sponsor to provide tent, supplies, etc.)
- 1 Free Parade entries and priority placement in parade
- Listed on Banner for Parade

ELF

\$1,000- 2 available

YES! I want to be an Elf!

- Business logo displayed on website, Facebook
- Booth space at COTS (sponsor to provide tent, supplies, etc.)
- Listed on Banner for Parade

ADDITIONAL INFORMATION

1. Sponsor must be a member of the Weatherford Chamber
2. COTS will have the event official Santa Claus. We ask that to avoid any confusion that vendors not have Santa for photos at their booth.
3. Payment must accompany application form.
4. Activity Vendors are required to provide proof of \$1,000,000 insurance upon application submittal. Weatherford Chamber of Commerce must be added as an additional insured to your policy.
5. Sponsors must either be selling merchandise or hosting a children's activity. No informational or political booths will be accepted
6. Any violators to any rules listed on this application will not be allowed back to COTS
7. Sponsors who have requested a booth space will have a 10x20 space
8. Sponsors are required to furnish their own chairs, tables, awnings and umbrellas
9. No refunds will be made for cancellation or removal for cause.
10. NSF Checks must be replaced with a cashier's check or money order. No vendor will be accepted who has not redeemed a NSF check and paid the NSF Check fee of \$35
11. We are a family-friendly festival, profanity, alcohol or offensive related products are not permitted.



Saturday, Dec. 5, 2020

10:00 a.m. to 3:00 p.m.

SPONSOR REGISTRATION

Office use only:

Booth Number _____

Please complete and email to gmartinez@weatherford-chamber.com, or mail to Weatherford Chamber of Commerce – P.O. Box 310 – Weatherford, TX 76086 For more information visit www.weatherford-chamber.com or call (817) 596-3801

Business Name: _____

Contact Name: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Booth space? ____ Yes ____ No Electricity? ____ Yes ____ No ____ 110 (\$30) ____ 220 (\$40) Water? Yes ____ No ____

Participate in Parade: ____ Yes ____ No If so, please complete Parade Form

Circle sponsorship Level:

~~\$3,500 Jolly (Sold)~~ \$2,000 Mistletoe \$1,500 Poinsettia \$1,000 Elf

Payment Information:

Mastercard Visa American Express Discover Invoice Check enclosed

Name on Card: _____

CC#: _____ Exp: _____ CVV Number: _____

Complete Billing Address: _____

Sponsorship: \$ _____ Electricity: \$ _____ Total: \$ _____

TERMS & CONDITIONS

1. Display of sponsor is subject to the Lessor, Weatherford Chamber of Commerce (WCOC), who reserves the right to require alternation, replacement and deletions of any material or activity which is deemed inappropriate for the festival.
2. Lessor reserves the right to change booth assignments at any time deemed necessary.
3. The undersigned hereby elects to and does release the WCOC and its respective officers, agents and employees for any and all claims, demands, rights or causes of action of whatsoever kind of nature which the undersigned has ever had or may now have or may hereafter have, whether known or unknown, foreseen or unforeseen, arising from or by reason of or any way connected with any injuries, losses, damages, property damage or loss, or the result thereof, which heretofore has even or hereafter may be sustained by the undersigned as a result of or in connection with or arising out of the undersigned's participations in Christmas on the Square.
4. The undersigned acknowledges that in the case of severe or hazardous weather or any other act of God, there will be no reimbursement of sponsor fees or any other monies submitted to the Chamber of Commerce, City of Weatherford or Christmas on the Square.
5. By signing below, you are acknowledging that you have read, understood and will abide by the Terms & Conditions of Christmas on the Square.
6. COTS will have the official event Santa Claus, to avoid confusion, we ask that no vendors have Santa for photos at their booth.

Signature: _____ Date: _____

2020 Christmas on the Square Electricity Guidelines

Please read and sign this contract stating that you will abide and pay for electricity you are requesting. Please do not request electricity unless necessary as it is highly limited. **Generators are not allowed.** This form must accompany application. The 220 Volt power is not interchangeable with the 120 Volt power so please request the proper electrical plug. Each vendor is required to provide a 100-ft. heavy duty extension cord. A copy of this form will be given to the on-duty electrician. If you try to access power source that you did not purchase, you will be disconnected. Form to be included in vendor packet.

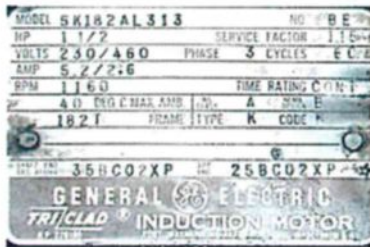


120 Volt Power:

Each outlet provided will accommodate 16 amps total.

- 2 Refrigerators requiring 8 amps each will be 16 amps total.
- 3 bun warmers pulling 5 amps each will be 15 amps total.

You will not be allowed to plug cords into each other to make it long enough.



Amperage:

You CANNOT total over 16 amps per plug. Most appliances are labeled on the back to show the amperage usage. It is your responsibility to know this before you set up at the festival and you must request the correct number of receptacles in advance.



220 Volt Power: (50 amps)

You must provide at least a 50-foot power cord. You will not be allowed to plug cords into each other to make it long enough. The Fire Marshall will disconnect the morning of the festival if you do not comply with this statement.

I need _____ receptacles of 120 Volt Power (\$30 each) = Total \$ _____

I need _____ receptacles of 220 Volt Power (\$40 each) = Total \$ _____

You must list all appliances that you intend to use during the festival so that we may verify your voltage needs:

| Appliance: | Amps: | Appliance | Amps: |
|------------|-------|-----------|-------|
| | | | |
| | | | |
| | | | |

I have read and understand the electrical guidelines and will abide with the terms.

Company: _____ Phone: _____

Contact Name: _____ Email: _____

Questions? Contact Chamber: 817-596-3801 or gmartinez@weatherford-chamber.com



Weatherford Lights the Night Parade

Saturday, Dec. 5, 2020 | 6:30 p.m.

\$25.00 Entry Fee

2020 Theme: Classic Christmas

Parade Line-up

Line-up will begin: 4:30 pm

Judging will begin 6:15 pm

Parade will begin: 6:30 p.m.

Policies & Guidelines

- Each entry **MUST BE ILLUMINATED** (light strands, flashlights, spotlights, florescent materials, or other resources) on both sides, with own power source.
- An official Santa Claus will be provided by the Weatherford Chamber. No other Santa or Mrs. Claus will be permitted in the parade. Although elves, Scrooge, Grinch, etc., are allowed
- All entries must be festive. Costume or holiday wear is encouraged.
- All marching groups, vehicles and horses must display lights as well
- Parade participants are not allowed to distribute candy, pamphlets, or other materials along the parade route.
- Baby strollers and children's wagons are not allowed in the line of march with units.
- No sirens, horns or loud noises are permitted
- All entries having music or sound amplifying systems shall maintain a volume that will not interfere with other entries, especially those with animals.
- An onboard fire extinguisher is highly recommended, and mandatory if portable generators are used.
- Parade units must follow instructions from the Parade Committee and Police Officers. Failure to follow instructions will result in immediate removal from the parade line up.
- Any additions or changes made to parade units after being accepted must be approved by the Parade Committee. Parade units with changes that have not been approved will not be allowed in the line of march.
- The Parade Committee reserves the right to remove any unit from the line of march for any reason or cause without advance notice.
- Materials used in each entry must be fire-retardant and not of a dangerous nature.
- Parade will take place rain or shine unless prohibited by dangerous weather conditions.
- Those who do not comply with ALL policies and guidelines, will not be invited to participate next year.
- Submission of application does not guarantee acceptance. Entrants will be notified of application status by email.
- Weatherford Chamber of Commerce is a non-political organization. Parade entries are not allowed to enter to further their political gain. Only current office holders are allowed to enter the parade.

For more information contact: Gloria Martinez | 817-596-3801 | jgmartinez@weatherford-chamber.com



FLOAT ENTRY INFORMATION

Holiday Lights the Night Christmas Parade
 Saturday, Dec. 5, 2020 | 6:30 pm
 2020 Parade Application Fee: \$25.00
 Due November 23, 2020

| | | | |
|--------------------|----------|-------|--|
| Organization Name: | | Date: | |
| Contact Name: | Phone: | | |
| Email: | Website: | | |
| Mailing address: | City: | Zip: | |

FLOAT TYPE

- ☐ Float/Truck
 ☐ Trailer (one per entry)
 ☐ Auto (one per entry)
 ☐ Horse Riding
- ☐ Marching Group # of participants _____
 ☐ Other _____
 (Band/Drill Team, Performing Group, etc.)

Will your group play music? Yes No (Please list songs) _____

Float description & Dimensions (All parade entries must be lighted) O

Description of float, theme/décor, AND vehicle. **(ENTRY WILL NOT BE ACCEPTED WITHOUT THIS INFORMATION)**

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|--|
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Liability Waiver: The undersigned hereby elects to and does release the WCOC and its respective officers, agents and employees for any and all claims, demands, rights or causes of action of whatsoever kind of nature which the undersigned has ever had or may now have or may hereafter have, whether now known or unknown, foreseen or unforeseen, arising from or by reason of or any way connected with any injuries, losses, damages, property damage or loss, or the result thereof, which heretofore has ever or hereafter may be sustained by the undersigned as a result of or in connection with or arising out of the undersigned's participations in the Weatherford "Night the Light" Parade.

Signature: _____ Printed Signature: _____

Payment Information: ____ Cash ____ Check # _____ (made payable to Weatherford Chamber of Commerce)

Credit Card (complete information below) No refunds will be given once application is processed.

Name on Card: _____ CC# _____

Billing Address: _____ City _____ ST/Zip _____

Expiration Date: _____ CVV code _____

Signature: _____ Printed Name: _____

Mail or email application and payment to:

gmartinez@weatherford-chamber.com

Weatherford Chamber of Commerce 401 Fort Worth Hwy
 Weatherford TX 76086

FOR OFFICE USE ONLY

Date received _____ Amount Received _____
 Applicant emailed _____