



EVENT 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

10:00 am to 3:00 pm

Application deadline:

Monday, Nov. 23, 2020

Chamber Member: # of 10x20 Space (s) _____ x \$50 = \$_____

Non-Member: # of 10x20 Space(s) _____ x \$75 = \$_____

Non-profit: # of 10x20 Space(s) _____ x \$25 = \$_____

Non-profit must include a copy of Tax-Exempt Status

State Tax ID: _____

Reminder: 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

Generators are not allowed

Electricity: 1 outlet per booth max

110- \$30 _____ 220 \$40 _____

What is electricity used for? _____

Corner Booth: \$10 _____

Water hook up? YES NO

Business Name: _____

Contact: _____ Phone: _____ Email: _____

Mailing Address: _____ City _____ St/Zip _____

Payment Information: Mastercard Visa AE Discover Check # _____

Name on Card: _____

Billing Address: _____

CC# _____ Exp: _____ CVV #: _____ Total: _____

List below description of items to be sold: **This is strictly a vendor holiday market; no informational booths will be allowed.**

Terms & Conditions

1. Merchandise and display of participant is subject to the Lessor, Weatherford Chamber of Commerce (WCOC), who reserves the right to require alteration, 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 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 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 booth fees or any other monies submitted to the Chamber of Commerce, City of Weatherford. No money of any kind or amount will be returned except in the case in booth space rejection by the (WCOC) Committee.
5. COTS will have the event official Santa Claus. We ask that to avoid confusion that NO vendors have Santa for photos at their booth.

By signing below, you are acknowledging that you have read, understand and will abide by the Terms & Conditions of Christmas on the Square.

Signature: _____ Date: _____

Office use only: Application received: _____

Payment: Cash, Check, Credit Check # _____ Booth fee: _____ Booth Location _____

Electricity: (\$30/\$40 _____ Corner (\$10) _____ NSF (\$50) _____ Late (\$25) _____ Total: _____

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.

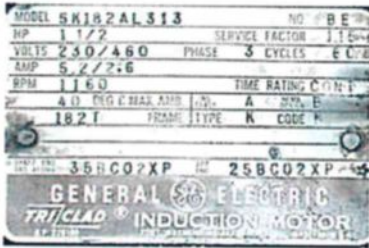


120 Volt Power:

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



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