



2019 WBCA Vendor Application

1819 E. Hillside | Laredo, Texas 78041 | Tel: 956-722-0589 | Fax: 956-722-5528

www.wbcalaredo.org

Application Deadline: January 14, 2019

EVENTS

- ★ WBCA Pipes & Stripes Car Show · Feb. 16, 2019 · El Metro Park & Ride · Attendance ± 3,500
- ★ WBCA Stars & Stripes Air Show · Feb. 17, 2019 · Laredo Int'l Airport · Attendance ± 25,000
- ★ WBCA Jalapeño Festival · Feb. 22-23, 2019 · El Metro Park & Ride · Attendance ± 25,000

VENDOR CATEGORIES

- ★ Food Booth Vendor - Food or beverages (NO selling of water)
- ★ Concession Trailer/Food Truck Vendor - Food or beverages (NO selling of water)
- ★ Merchandise/Activity Vendor - Vendor **NOT** selling food or beverages
- ★ Amusement Vendor - Rides, games and/or other amusements
- ★ Corporate Vendor – Contact WBCA Office for pricing

INFORMATION / REQUIREMENTS

Vendor Space

Space is limited to a single 10'x10' area. Work area is available behind space. **All vendors must provide photographs and include space requirement on application as space is limited.** Vendors will be responsible to be open during the entire event and cannot vacate early. Every space shall be kept clean and neat by the vendor. Vendor is responsible for setting up, maintaining and removing your own booth, merchandise and trash.

Payment

All vendor payments must be submitted with application on/or before **January 14, 2019. No personal/business checks or credit cards will be accepted after the aforementioned date.** Accepted payment types: Visa, Discover, MasterCard, Check, Money Order and Cashier's Check. Payments made after deadline must be paid in a cashier's check or money order.

Returned Check Policy

There is a \$25 fee on all returned checks. In the event that a check has been returned, the issuer will be notified and informed that they have 5 days for payment to be made along with fee. If not made in 5 days vendor will be moved to a waiting list and booth space will be forfeited. Previous payments will not be refunded if past refund deadline. Checks will no longer be an accepted form of payment from vendor in the event the first check was returned.

Electrical/ Signage/Equipment/Portable Water

All vendors must provide their own portable water, generator/electrical source, tables, chairs and are responsible for all signage on their booth. Vendor will have booth rental option for **\$250** per event.

Health & Fire Permits

All vendors are responsible for all permits fees and must comply with health & fire department rules and regulations.

Insurance

All vendors must provide liability insurance listing WBCA as additional insured. The policy shall provide minimum coverage of **One Million Dollars (\$1,000,000.00)**. Copy of insurance must be submitted with vendor application. You may purchase one-day "user liability" coverage for an additional cost of \$100 per event.

Sales Tax

All vendors must provide a Sales Tax Permit Number as required by the State Comptroller's Office. For more information, please visit State Comptroller's website: www.window.state.tx.us or by calling 1-956-722-2859.

Washington's Birthday Celebration Association

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Cancellations and Refunds

No refunds will be made to vendors who cancel after **January 30, 2019**. There are no exceptions to this rule. Events are held outdoors rain or shine (**NO REFUNDS**). WBCA reserves the right to refuse any vendor that has violated any rule, regulation or guideline. If violation is serious, this may be cause for immediate removal of the vendor, forfeiture of all fees paid and no renewal/invite for the following years.

Food Sales/Menus

Your sales are made on a cash basis. All vendors are limited to a maximum of 5 food items. Prices need to be in whole dollar amounts including tax and pricing of all food/drink items must be submitted with application for approval. Menus **MUST** be posted clearly on professionally printed signs in Vendor booths. No menu changes or pricing changes are allowed without prior written approval.

Water/Alcoholic Beverages

The sale of water/alcoholic beverages or distribution by any vendor is strictly prohibited.

Space Assignments

WBCA will determine the placement of all vendors. Placement is on a first come - first serve basis. In the event a sponsor requests the space that has been assigned to a vendor, the vendor will be relocated to a different location.

Subletting

No part of the vendor space can be sublet and /or transferred. Any vendor caught in violation will be escorted from the premises with no refunds given.

Packets

Vendor packets will be distributed at a mandatory vendor meeting held in January. WBCA office will notify vendor with date once meeting is confirmed and reserved. Vendor packets will provide all necessary information for WBCA events. **Packets will include:** Set-up & tear down times, **(1)** vendor parking pass, **(5)** Car Show & Air Show bracelets **(10)** Jalapeño Friday & Saturday bracelets and maps for each event.

Firearm/Drug Policy

NO firearms/weapons and drugs allowed. Violations of policy will constitute to immediate removal and barring future access to any WBCA Events.

APPLICATION CHECKLIST

Please mail the following items for approval:

- Submit Application with Payment on/or before January 14, 2019
- Copy of Certificate of Insurance
- Copy of Sales Tax Permit Number
- Complete and return Out-of-Town Survey with application
- *Menu Items and Price List

**Limit of 5 Food Items and Subject to Approval*



Please cut and return this portion with vendor application

Please complete the questions below and return this form with your application. This form is required for all vendors from out-of-town.

Out-of-Town Survey

Business / Vendor Name: _____

1). Will you stay in Laredo overnight?

Please select one:

Yes

a). If so, how many nights? _____

b). Approximately how many rooms each night? _____

No

2). How many total of people/workers will be in your group? _____

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WBCA VENDOR APPLICATION
DEADLINE: MONDAY, JANUARY 14, 2019

OFFICE USE ONLY

Date Rec'd: _____ Amount: _____
 CK/MO#: _____
 Booth #: _____
 Event: _____

CONTACT INFORMATION

VENDOR/COMPANY NAME:		TELEPHONE NUMBER:
EMAIL:		MOBILE PHONE NUMBER:
MAILING ADDRESS:		
CITY:	STATE:	ZIP CODE:
SALES TAX PERMIT NUMBER:		

WBCA TO PROVIDE

- 10' x 10' space without tent/booth (optional booth fee for \$250 per event) *Vendor must provide chairs, tables, generator /electrical source and portable water.
- Includes one (1) Vehicle Vendor Parking Pass • Five (5) Vendor Bracelets for Car Show per 10x10 space • Five (5) Vendor Bracelets for Air Show per 10x10 space
- Twenty (20) Vendor Bracelets for Jalapeño Festival – 10 for Friday and 10 for Saturday per 10x10 space

**If you need additional tickets for any event, you may purchase them at the pre-sale ticket price. After that, you may purchase additional tickets at the gate at the regular entry fee, where applicable.*

MENU ITEMS AND PRICE LIST

Please list items you are interested in selling (in order of preference). All vendors are limited to 5 items. Prices need to be in full dollar amounts including tax and are subject to approval.

	FOOD ITEM NAME/DESCRIPTION	PRICE
ITEM 1		\$
ITEM 2		\$
ITEM 3		\$
ITEM 4		\$
ITEM 5		\$

PLEASE CHECK THE EVENT(S) YOU ARE INTERESTED IN PARTICIPATING:

WBCA EVENTS: CAR SHOW AIR SHOW JALAPEÑO FESTIVAL
 Feb. 16,2019 Feb. 17,2019 Feb. 22-23, 2019

VENDOR TYPE: Food Vendor Food Truck Vendor Merchandise/Activity Vendor Amusement Vendor *Corporate Vendor - **Contact WBCA Office for Pricing**

CERTIFICATE OF INSURANCE (please check one)

- I will need WBCA to provide insurance for my business for the fee of \$100 per event.
 I will provide a Certificate of Insurance listing WBCA as additional insured on my policy.

EVENT	10' x 10' SPACES REQUIRED	FOOD VENDOR	FOOD TRUCK	MERCHANDISE/ EXHIBIT/ACTIVITY	AMUSEMENT *per 10'x10' space	INSURANCE	BOOTH \$250	TOTAL COST
CAR SHOW FEB. 16, 2019 <i>EST. ATTENDANCE 3,500 ±</i>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100	<input type="checkbox"/> YES <input type="checkbox"/> NO	
AIR SHOW FEB. 17, 2019 <i>EST. ATTENDANCE 25,000 ±</i>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> \$250	<input type="checkbox"/> \$250	<input type="checkbox"/> \$300	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100	<input type="checkbox"/> YES <input type="checkbox"/> NO	
JALAPEÑO FESTIVAL FEB. 22-23, 2019 <i>EST. ATTENDANCE 25,000 ±</i>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> \$300	<input type="checkbox"/> \$300	<input type="checkbox"/> \$400	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100	<input type="checkbox"/> YES <input type="checkbox"/> NO	

TOTAL COST \$

SIGNATURES

All vendors must sign the liability release as stated to release WBCA of all liabilities. I agree to indemnify and hold the Association harmless against any and all claims arising from any or all negligence or malice of Commercial Displayer/Vendor or any Commercial Displayer's/Vendor's agents, contractors or employees, or arising from any accident, injury or damage whatsoever, however caused, to any person or persons, corporation or corporations or property, occurring in, on or in the immediate vicinity of the space operated by Commercial Displayer/Vendor.

 Contact Person – Print Name

 Authorized Signature

 Date