



# Vendor Application Information





The City of Frisco Parks & Recreation Department, along with Santa Claus, invite you to join us as we ring in the holiday season with our 21st Annual Merry Main Street. More than 12,000 people attended Merry Main Street last year, and we are looking forward to an even larger crowd this year.

Merry Main Street is our longest running special event and is a wonderful way to reach out to our citizens. The City of Frisco, local businesses and non-profit organizations combine their efforts to host this free holiday celebration. We invite both non-profit and for-profit organizations to participate in this event. Many organizations look forward to Merry Main Street as one of their largest fundraising opportunities each year.

We are excited to work with you and your organization to make this year's Merry Main Street the best yet, and we thank you in advance for your support! Feel free to contact us with any questions or concerns.



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**Application Deadline:** Applications are due by 5:00 p.m., Friday, November 4, 2011. Upon receipt of your application, you will be notified to confirm space availability and the products and pricing you will be offering. No refunds or cancellations will be allowed after the November 4 deadline.

**Vendor Selection:** Completion of this application does not guarantee booth space for Merry Main Street. The Event Committee will select Vendors on a first-come, first-serve basis provided the applicant meets all the rules, regulations and requirements. In order to provide a wide variety of products and services to Frisco and its citizens to enjoy, **the City reserves the right to limit the number and types of products and services offered.** **Please note that the City of Frisco has exclusive rights to Santa Claus.** The City of Frisco reserves the right to revoke or refuse to grant space for any reason without recourse by the Vendor and shall not be held liable to anyone for this action.

**Vendor Meeting:** There will be a mandatory vendor meeting on Thursday, November 17 at 6:00 p.m. at the Senior Center at Frisco Square, 6670 Moore Street, Frisco, Texas 75034. At this meeting, you will receive your information packets which will include health permits, site maps, parking passes and other valuable information.

**Booth Assignments:** Merry Main Street officials will randomly assign Vendor booth space including, but not limited to, corner and end locations.

**Event Hours and Set-up/Tear Down Schedule:** Set-up may begin at 1:30 p.m. on the day of the event, and must be completed by 3:00 p.m. All vehicles must be removed by 3:00 p.m. and be parked in permitted areas only. Teardown may not begin until after 9:00 p.m. and must be completed by 10:00 p.m. Vehicles will not be allowed back into the event until police and event officials clear the street.



# 21st Annual Merry Main Street

Saturday, December 3, 5:00 p.m. - 9:00 p.m., Simpson Plaza at City Hall

## Type of product(s) to be offered:

- Coffee and/or Hot Chocolate, Apple Cider, other Hot Drinks
- Cold Drinks
- Hot Food - Turkey Legs, Brisket, Pizza, etc.
- Sweets
- Holiday Activity
- Holiday Gift Sales
- Angel Tree/Toys for Tots
- Artisans and Crafters (should submit a photo of items to be sold)

**Cost:** Booth spaces are 10'x10' and include one (1) 6' covered table, two (2) folding chairs, two (2) parking passes and one (1) quad box (4 outlets, 120 volt, 20 amp). If more electricity is needed, please specify, additional fees apply (see below). Booth reservations and payments must be made by 5:00 p.m., November 4, 2011.

\$100	Non-Profit
\$175	Crafters
\$350	For-Profit Vendors
\$50	Temporary Health Permit (Permit is required for all booths serving food and/or drinks)
	<b><u>Please send as a separate check.</u></b> Fee waived for 501(c)3 organizations.
\$50	Additional Quad Box (4 outlets, 120 volt, 20 amp)
\$50	Single Outlet (220 volt, 30 amp)
\$90	Single Outlet (220 volt, 60 amp)
\$140	Single Outlet (220 volt, 100 amp)

**Payment:** Check or money order must be payable to: City of Frisco. A \$35 service fee will be charged on all returned checks and result in cancellation of your booth(s).

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## Vendor Checklist:

- Completed Vendor Application (located on the following page)
- Booth and Additional Electricity (if applicable) Fees
- Signed Vendor Agreement\*
- Certificate of Insurance\* (required for all those serving food and/or drinks)
- Temporary Health Permit\* and payment (required for all those serving food and/or drinks. Please send a separate check).
- \* **All forms can be found online at [FriscoMerryMainStreet.com](http://FriscoMerryMainStreet.com).**





## 21st ANNUAL MERRY MAIN STREET 2011 VENDOR APPLICATION

Completed applications with payment must be physically received by 5:00 p.m., November 4, 2011. Applications may be dropped off or mailed to:

**Frisco Athletic Center  
Attn: Special Events - Merry Main Street  
5828 Nancy Jane Lane  
Frisco, Texas 75035**

All booths are 10'x10' space with one (1) 6' covered table, two (2) chairs, one (1) quad box (4 outlets, 120 volt, 20 amp) and two (2) parking passes.

Please check appropriate box(es):

- |  |  |
|--|--|
| <input type="checkbox"/> Non-Profit Vendor Booth Fee | \$100  |
| <input type="checkbox"/> Crafters Booth Fee          | \$175  |
| <input type="checkbox"/> For-Profit Vendor Booth Fee | \$350  |
| <input type="checkbox"/> Temporary Health Permit     | \$50 (please send separate check - fee waived for 501(c)3 organizations) |

No refunds or cancellations will be allowed after the November 4, 2011 deadline. The City of Frisco reserves the right to cancel any vendor for any reason, without penalty to the City of Frisco. Vendor space is limited.

**NAME OF ORGANIZATION:** \_\_\_\_\_

Are you a non-profit or 501(c)3 organization? If yes, please provide your Tax ID number. \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**BUSINESS TELEPHONE:** \_\_\_\_\_ **MOBILE TELEPHONE:** \_\_\_\_\_

The goal of Merry Main Street concessions is to provide a variety of food choices to attendees. Therefore, the number of vendors offering the same food/beverage/other item(s) will be limited. Please provide a list of food/beverage/other item(s)/activities you will offer and their cost:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

