



CITY OF KYLE

Parks & Recreation Department

700 Lehman Rd. - Kyle, Texas 78640 (512) 262-3939 sboyer@cityofkyle.com

Halloween Boo-gie ~ Dance for Individuals with Disabilities ~

Paid Vendor Guidelines

On behalf of the City of Kyle, we would like to thank you for your interest in being an official vendor for our Halloween Dance for Individuals with Disabilities. On Friday October 27th, the City of Kyle will be hosting its annual Halloween Dance at Gemstone Palace. The Dance will begin at 5:30 p.m. This is a great opportunity to promote your organization, while also providing a fun and safe event for the citizens of Kyle. Set-Up for vendors will be anywhere from 10:00am until 4:00pm. The official event time is from 5:30p.m.-8:00 p.m. Vendors are not allowed to Breakdown earlier than 8:00pm and are required to stay through the duration of the event.

VENDOR RULES:

- Each vendor will need to complete a vendor contract to register for a space that will **not** include electricity. Vendor shall provide all items and utility services needed for their booth. Electricity, tables, chairs, tents/canopies, and other supplies will not be provided. In addition, vendors shall keep their space litter free at all times and shall not use loudspeaker systems.
- Organizations and businesses may display a banner or sign advertising their business. The Kyle PARD reserves the right to require the removal of any advertising or merchandise considered to be offensive to the family nature of this event.

CONTRACT TERMS:

(ORGANIZATION), will set up a booth inside Gemstone Palace predetermined by the Event Coordinator on **Friday October 27th, 2023** from 5:30p.m.-8:00 p.m. Vendors are not allowed to Breakdown earlier than 8:00pm and are required to stay through the duration of the event, and is committed to the following times:

- Payment of \$35.00 Vendor Fee for each 10 x10 space made on or before Friday October 12th at 4:00pm
 - Vendor Set-up by 4:00pm
 - Ready starting at 5:00pm
- Required to stay for the entire event and may break down vendor space at 8:00pm
 - Designated spot will be assigned by Parks and Recreation Department



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Halloween Boo-gie ~ Dance for Individuals with Disabilities ~ (Organization) – Paid Vendor Contract

Business Name: _____

Contact Name: _____

Phone: _____ Alt. Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

\$35.00 Per space (10x10) total:\$_____

CERTIFICATION AND RELEASE OF LIABILITY:

I, the undersigned, certify that I am 18 years old or above participating in the *Halloween Dance for Individuals with Disabilities*. I understand that falsification of any information on this form may disqualify me from this event. In consideration of the acceptance of my registration in the *Halloween Dance for Individuals with Disabilities*, I hereby release the City of Kyle, the City of Kyle Parks and Recreation Department, their agents, employees, officers, and servants from any and all damages and injuries which may occur while I am participating in the *Halloween Dance*. I certify that I have the legal authority to execute this release on behalf of myself. I also certify that I have received and read this application form completely. I understand that the City of Kyle Parks and Recreation Department staff have the authority to remove participants from the event without refund.

Permission for Photography: The City of Kyle Parks and Recreation Department staff have the authority may use photographs of me to promote the event.

Permission for Medical Treatment: I acknowledge that I have given my authorization for myself to receive medical attention in case of injury or an emergency.

Permission for Equipment Release: I understand that whatever equipment I bring to the event is at my own risk and the City of Kyle is not responsible for lost, stolen, or damaged property. I further understand that I will be responsible for any equipment issued to me by the City of Kyle and will return it to the same person and in the same condition as when I received it.

Signature: _____

Please sign and return Vendor Application with payment on or before October 12th, 2023. Vendor contract must be scanned and emailed to sboyer@cityofkyle.com or mailed to the City of Kyle - Parks and Recreation Department, 700 Lehman Rd. Kyle, TX 78640.

Any Questions Please call Shane Boyer 737.414.3873