



# VENDOR APPLICATION

52<sup>st</sup> Annual Chisholm Trail Roundup

June 12<sup>th</sup> – 14<sup>th</sup>, 2025

Lockhart City Park

Please initial all highlighted asterisks next to each section.

## VENDOR FEES & APPLICATION DEADLINE: \* \_\_\_\_\_

Each vendor space is 10' X 10'. If you need more space, you will need to purchase multiple vendor spaces. (no discount given for multiple spaces)

FEES: Craft Vendor: \$175 ( per booth space) Food Vendor: \$275 (per booth space)

Full payment is required on or before **June 1, 2025**. After June 1<sup>st</sup>, a \$100 late fee will be applied.

We urge you to submit your application and fee promptly to ensure your participation and avoid the late registration fee. Vendor spaces will be filled on a first-paid/first-served basis. All interested parties are invited and encouraged to apply. The CTR Committee reserves the right to decline an application at our discretion.

*\*Lockhart Chamber of Commerce members and local non-profit organizations will be given priority.*

## HOURS OF OPERATION: \* \_\_\_\_\_

*\*Vendors MUST be in operation during festival hours until the end of the festival, except at the discretion of the CTR Committee.*

Thursday	June 12 <sup>th</sup>	5:00 pm-midnight
Friday	June 13 <sup>th</sup>	5:00 pm-midnight
Saturday	June 14 <sup>th</sup>	5:00 pm – 1:00 am.

## BOOTH SET-UP: \* \_\_\_\_\_

**Vendors may begin to set up on Thursday, June 12<sup>th</sup>, at 11:00 am.** Vendors WILL NOT be allowed to set up before this date and/or time. Entrance for vendors will be off Scheh Street via Carver Street

**Vendors must complete setup by 3:00 pm on Thursday.** Should you be delayed setting up, you MUST notify the CTR Committee by phone as soon as possible. Failure to notify the CTR Committee will result in your vendor space being sold to the next vendor on the waiting list.

**Vendors are responsible for all equipment needed to operate** (i.e., tents, tables, chairs, extension cords, lights, etc.) All tents must be weighted down. The CTR Festival WILL CONTINUE, rain or shine, with no refund of fees.

**Vendors will receive two sets of wristbands** for access once gate admission is charged. Additional wristbands may be purchased in advance for \$15 per set through the Lockhart Chamber office or Barbara Shelton (CTR Vendor Coordinator)

## ELECTRICAL OUTLETS: \* \_\_\_\_\_

Due to the limited amount of electricity available and the number of vendors at Chisholm Trail Roundup, vendors CANNOT exceed the **maximum of 20 amps per dedicated circuit**. Each vendor will be furnished with **ONE** outlet containing two connection spaces that will run 20 amps. Each connection will have a 20-amp breaker. Additional outlets are available for \$40 each. The CTR Committee reserves the right to limit electrical usage as required to prevent overloading the electrical outlets as per the City of Lockhart Guidelines.

ALL PAGES MUST BE SIGNED AND RETURNED

Vendors needing additional electricity MUST inform the CTR Committee NO LATER than June 1<sup>st</sup>. VENDORS THAT ATTEMPT TO TAMPER WITH ELECTRICAL OUTLETS THAT DID NOT INDICATE A NEED FOR IT MAY BE ASKED TO LEAVE THE PREMISES OR ARE SUBJECT TO A MONETARY PENALTY OF \$500.

*\*Use the list below to help determine the number of outlets you will need.*

<u>Appliance</u>	<u>Watts</u>	<u>Amps</u>	<u>Appliance</u>	<u>Watts</u>	<u>Amps</u>
Small Deep Freezer	1260	10.5	Small Refrigerator	540	4.5
Large Slow Cooker	540	4.5	Small Slow Cooker	270	2.5
Microwave Oven	1200	10.0	Electric Skillet	1500	12.5
Electric Griddle	1300	10.8	Electric Deep Fryer	1200	10.0
Countertop Oven	1500	12.5	Popcorn Hot Air Popper	1440	12.0
Toaster Oven	1350	11.5	2-Slice Toaster	850	7.1
4-Slice Toaster	1600	13.3	2-Speed Blender	500	4.2
Food Processor	350	3.0	Roaster Oven	1450	12.8



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## VENDOR PARKING:

\* \_\_\_\_\_

Vendors will receive ONE parking pass that must be displayed and viewable in the front window of their vehicle and must park in the designated vendor parking area only. Vehicles will be permitted in the vendor area for unloading and **must be removed immediately after unloading is complete**. You must not impede others from setting up. No vehicles will be allowed into the vendor area during festival hours. **\*Vehicles remaining in the vendor area after 3:00 pm may be towed from the premises at the discretion of the CTR Committee, at the expense of the owner of the vehicle.**

**VENDOR LOCATIONS: WE WILL HAVE THREE (3) VENDOR SETUP LOCATIONS: RODEO VENDORS (10 CRAFT & 10 FOOD), AMPHITHEATER VENDORS (4 AVAILABLE), PAVILION VENDORS (24 CRAFT & 8 FOOD) MAP WILL BE SENT AT A LATER DATE.**

## RESTRICTIONS:

\* \_\_\_\_\_

No items that compete with Lockhart Chamber of Commerce and Chisholm Trail Roundup concessionaires will be permitted.

**CTR HAS EXCLUSIVE RIGHTS TO ALL ALCOHOLIC BEVERAGE CONCESSIONS**

**NO** weapons, guns, knives, bubble products (i.e., bubble guns), fireworks, pornographic material, drug-related paraphernalia or related graphic tees, live animals, or games of chance (including bingo) will be allowed. Violators will be subject to immediate expulsion from the event and all future events with no refund of fees.

There are no exclusives at this festival. We will attempt to limit duplications as much as possible. However, there is no guarantee that there will not be more than one vendor with the same item(s). The CTR Committee does not attempt to regulate the price of goods sold. Each vendor will determine the price of his or her own goods.

The CTR Committee reserves the right to remove vendors who, for any reason, are deemed objectionable and also to prohibit any vendor which, in their judgment, may detract from the general character of the ongoing event. This reservation includes persons, things, conduct, printed matter, or anything that, in the opinion of the CTR Committee, is objectionable with no refund of fees.

## SECURITY:

\* \_\_\_\_\_

Overnight security is provided. However, the Lockhart Chamber of Commerce, CTR, and the City of Lockhart will not be held responsible for any lost or stolen items.

## RAIN POLICY:

\* \_\_\_\_\_

The CTR Festival will continue, rain or shine, with no refund of fees. There are NO provisions for water or drainage, and the electricity may need to be turned off in the vendor area if rain plays a major role in this year's festivities. Vendors will be allowed to leave; however, vehicles will only be allowed in the vendor area if deemed safe by the CTR Committee.

## SALES & USE TAX ID:

\* \_\_\_\_\_

All vendors are responsible for collecting and reporting sales tax where applicable. Along with the application, you must submit a copy of your sales and use tax permit. Your permit must be visibly displayed in your booth during festival hours.

The Lockhart Chamber of Commerce, Chisholm Trail Roundup, and the City of Lockhart, its officers, agents, employees, and other representatives shall not be held liable. They are hereby released from liability for any damage, loss, harm, or injury to the person or property of the vendor or any of its officers, agents, employees, and other representatives resulting from theft, fire, water, weather, accident, or any other cause. The vendor shall indemnify and hold harmless the Lockhart Chamber of Commerce, Chisholm Trail Roundup, and the City of Lockhart from all claims, any action or failure to act on the part of the vendor, or any of its officers, agents, employees, and other representatives.

I have read, understand, and agree to comply with the above requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Lockhart City Park

FOR OFFICE USE ONLY

VENDOR TYPE: \_\_\_\_\_

DATE RCVD: \_\_\_\_\_

PAYMENT: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

ELECTRIC OUTLETS: \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Vendor Type:** \_\_\_\_\_ Craft Vendor: \$175 per booth \_\_\_\_\_ Food Vendor: \$275 per booth

**Credit Card #:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_ **CVC #:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

Are you a returning vendor: \_\_\_\_\_ If yes, how many years? \_\_\_\_\_ Most recent year? \_\_\_\_\_

**ITEM DESCRIPTIONS:** \* \_\_\_\_\_

Please provide a photo of your booth along with a description of the items to be sold. The CTR Committee will assign vendor space(s) to each approved vendor by Monday, June 2, 2025. Once your application has been approved, you may not sell any additional item(s) without the approval of the CTR Committee.

**CRAFT VENDORS: LOCATION** \_\_\_\_\_

Please provide a brief description of the CRAFT item(s) that you will be selling during the festival.

**FOOD VENDORS: LOCATION** \_\_\_\_\_

Vendors will be allowed to sell only two types of food per booth purchased. The CTR Committee must approve all food items to be sold. Any amendment to this rule will have prior approval by the CTR Committee.

Please provide a brief description of the FOOD item(s) you will be selling during the festival. List three options, as the CTR Committee may not approve your first or second option. If approval is given, the CTR Committee will notify you within seven days of receipt of your application.

<u>Choice A</u>	<u>Choice B</u>	<u>Choice C</u>
1.	1.	1.
2.	2.	2.

You must return a completed application along with your payment and a copy of your Sales and Use Tax Permit to have your application considered by the CTR Committee. Checks and money orders should be made payable to *Lockhart Chamber of Commerce, P.O. Box 840, Lockhart, Tx. 78644*

I have read, understand, and agree to comply with the above requirements.



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Date: \_\_\_\_\_

## FOOD SERVICE AT SPECIAL EVENTS HEALTH DEPARTMENT CITY OF LOCKHART

### FOOD BOOTH (CRAFT VENDORS DISREGARD)

This Guideline for Food Service at Special Events is compiled to give patrons of those events assurance of a Vendor's Commitment to Food Safety.

1. All food must be covered, and/or all sides of the vendor booth must be screened at the Vendor's expense.
2. The booth must have a top to repel water in the event of rain during the festival.
3. The booth shall have a floor that can be cleaned. i.e.- cardboard, mats, etc.
4. All food prepared, stored, or displayed must be in the booth. **All food must be prepared on-site.**
5. Hand washing facility shall have adequate amounts of water, soap dispenser, and towels (disposable). If cooking utensils are used, the booth must have two wash basins large enough to wash the utensils. One wash basin for detergent and one wash basin for a Clorox and water solution (one tbsp. Clorox per gallon of water). **These wash basins are not to be used for hand washing.** The vendor must have a container to hold all wastewater and dispose of it in a proper manner (not on the ground).
6. All eating utensils shall be disposable (cups, knives, forks, spoons, plates, etc.).
7. Food preparation is to be done on a nonporous surface (cutting boards of hard plastic).
8. Vendors must have a food thermometer in the food booth.
9. Cold food(s) must be kept at 41 degrees F or below (potentially hazardous food [food that will spoil]). The vendor must supply refrigeration large enough to hold cold food(s) on-site day and night.
10. Hot food item(s) must be kept at 165 degrees F or over (potentially hazardous food [food that will spoil]).
11. Condiments shall be in pumps, squeeze containers, self-closing lids, and/or individually wrapped packages.
12. Ice used for refrigeration cannot be used for consumption.
13. If cooking with grease, all grease must be recovered and disposed of in a proper manner (not on the ground).
14. All items must be stored at least six (6) inches off the ground.
15. All garbage must be placed in a plastic-lined container with a lid.

### FOOD HANDLER REGULATIONS

1. You must wear clean outer garments/aprons.
2. You will restrain hair (hats, scarves, or hairnets).
3. Do not work if ill.
4. Wash your hands each time you enter the food area from eating, smoking, restroom, etc.
5. If you are handling food, you must use a disposable, chemically treated towelette.
6. Persons using tongs or individual tissue need not use gloves.
7. No smoking or eating in the booth.
8. No visitors, children, and/or pets are allowed in the booth.
9. No sleeveless tops to be worn by food vendors.

I have read, understand, and agree to comply with the above requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### LOCKHART FIRE DEPARTMENT

201 W. Market St., Lockhart, Tx. 78644

(512) 398-2321

**TO: ALL CONCESSIONAIRES**

**FROM: FIRE MARSHAL'S OFFICE**

**RE: FIRE/LIFE SAFETY CODE REQUIREMENTS**

With respect to Fire/Life Safety Code Compliance, the following are MINIMUM REQUIREMENTS that must be met to assure the safety of ALL persons attending this event.

1. **Booths must be constructed of non-combustible/non-flammable coverings and/or decorative materials (NO EXCEPTIONS).** Canvas tops must be fire retardant, and a copy of the certificate indicating fire retardant treatment within the last three (3) years provided during inspection. **Plastic coverings** used for weather protection and/or required by the Health Inspector shall meet the same requirements as canvas tops.
2. **Portable and/or fixed wiring lighting devices** must be a safe distance from any booth decorations. Non-combustible materials are to be used for decorations. Flame-retardant-treated materials are preferred. Items such as **hay or straw are strictly prohibited.**
3. **An approved Portable Fire Extinguisher** with a minimum classification rating of **3A:40BC (5lb.)** must be provided for each food booth that serves food prepared in appliances used primarily for warming. Booths that prepare food on any open-flame appliances must have at least **one portable fire extinguisher** with a minimum classification rating of **4A:80BC (10 lb.)** **All booths must have a fire extinguisher.** Each portable fire extinguisher shall have an inspection tag attached, showing the previous inspection conducted by a licensed company **within the last 12 months.**
4. **Non-open-flame cooking devices** (roasters, warmers, etc.) must have full-size non-combustible metal lids with handles that completely cover the appliance. Any solid-fuel-burning device shall also have a lid that completely covers the entire cooking surface.
5. **UL-approved flexible extension cords not exceeding ten (10) feet in length** must be in safe condition (not frayed or spliced). Multi-strip adapters equipped with circuit overload protection must be used to supply power to more than one appliance. Frayed or worn cords are to be repaired or replaced. The Fire Inspector(s) may, at their discretion, order the cord replaced.
6. **Open-flamed cooking appliances using LP gas** must be in good working order. Pressure regulators must be securely connected directly to cylinder valves. **Only approved LP gas hose of 125 psi** or greater is allowed (no flexible or natural gas piping will be allowed). The container may not exceed **100-lb./12-gallon water capacity.** Cylinders must be secured in place with rope, chain, or metal straps. Cylinders or containers may not be located closer than **10 feet** from any permanent building.
7. **Flammable liquids** (Coleman stove fuel, charcoal starter fluid, Kerosene fuel, etc.) **must be stored in approved safety cans (NO EXCEPTIONS)** in a safe location by the Fire Marshal.
8. **Canvas tarps and/or polyethylene plastic coverings** for booths may not be secured with nails or staples over exposed electrical wiring.
9. **Tents in excess of 120 square feet** shall be made of flame retardant materials and shall be affixed with a label identifying as such or a certificate furnished in writing of flame retardant treatment within the last three years.

Any questions regarding the above-listed fire safety regulations should be directed to the Fire Marshal's Office at (512) 398-2739.

**VIOLATION OF HEALTH OR FIRE DEPARTMENT REGULATIONS IS CAUSE FOR IMMEDIATE EXPULSION.**

I have read, understand, and agree to comply with the above requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_