

# CHILDREN'S VENDOR INFORMATION

City of Rosenberg  
17<sup>th</sup> Annual Family 4<sup>th</sup> Celebration  
Monday, July 4<sup>th</sup>, 2016

**All applicants must submit a copy of their current "Texas Sales Tax Permit" or their "Texas Sales and Use Tax Exemption Certificate" to be eligible for consideration. Eligibility will be verified based on these certificates, and databases of the Texas Comptroller of Public Accounts. All applicants must also complete the attached "Release to Conduct Criminal History Check" to be considered eligible as a vendor.**

- Festival Location:** Seabourne Creek Nature Park  
3831 Highway 36 South  
Rosenberg, Texas 77471
- Festival Details:** 6:00 pm – 10:00 pm; 4,000-6,000 guests; Maximum of 4 children's vendors
- Contact information:** Email [RosenbergPARD@ci.rosenberg.tx.us](mailto:RosenbergPARD@ci.rosenberg.tx.us) \* (832) 595-3960 \* City of Rosenberg, P O Box 32, Rosenberg, TX 77471
- Booth Size/Fee:** \$75  
Approximately 10' x 10' space in R.W. Lindsey Gazebo near Children's Carnival area  
One 110V electrical outlet will be provided for each vendor
- Participation:** **Refunds will not be issued due to vendor cancellation.** We want your business/organization to earn as much money as possible; however, please keep in mind that this is a **fun, affordable, family event!**
- Vendor requests will be considered on a first-come, first-served basis by completing the attached **Vendor Application** and submitting it with payment via U.S. mail. Vendors will receive written confirmation via email when their application has been approved. **Exact booth locations will be allocated by festival staff.** Instructions for day-of check-in will be sent via email upon approval of application and receipt of payment in full.
- Check in/Set up:** **3:00 p.m. to 5:00 p.m.** All vendors must be checked in by 4:30 pm and all vehicles must be relocated to assigned parking area by 5:00 pm. Each vendor will be assigned one (1) parking space in the Civic Center parking lot. **If vendors have not checked in by 4:30 pm, staff reserves the right to reassign space or deny entry.**
- Dismantle:** Dismantling will not be allowed prior to 10:00 pm and must be completed as soon as possible. "Dismantling" includes booth tear down and removal of all trash. Vehicles will be allowed back into the vendor area post-event at the discretion of the Rosenberg Police Department.
- Vendors:** Acceptable merchandise includes children's novelty items. Prohibited items include, but are not limited to:
- Food or beverages of any kind
  - "Pop caps" or comparable explosive/noise-maker items
  - Duplicate novelties
  - PA or other sound system devices/technology which may compete with event entertainment
- Staff reserves the right to have vendors discontinue sale of any time/s found not to be in keeping with the standards of quality of the event. Failure to comply with any vendor criteria may result in exclusion from future City events.
- All booths must be self-supporting and vendors must be prepared to make change. Vendors must furnish their own tables, chairs, lighting and extension cords. Vendors are encouraged to decorate in the holiday spirit. **All lighting used by vendors must be turned off prior to the start of the fireworks display (approximately 9:00 pm).**

**APPLICATION/PAYMENT DEADLINE – JUNE 1, 2016**

# CHILDREN'S VENDOR APPLICATION

City of Rosenberg  
17<sup>th</sup> Annual Family 4<sup>th</sup> Celebration  
Monday, July 4, 2016

*All applicants must submit a copy of their current "Texas Sales Tax Permit" or their "Texas Sales and Use Tax Exemption Certificate" to be considered eligible as a vendor at a City of Rosenberg event. Eligibility will be verified based on these certificates, and Databases of the Texas Comptroller of Public Accounts. "Release to Conduct Criminal History Check" must also be submitted at the time of application for anyone, age 18 and older, working booth on day of event.*

Place: Seabourne Creek Park – 3831 Highway 36 South  
Date: Saturday, July 4, 2015  
Time: 6:00 – 10:00 pm  
Application Deadline: Monday, June 1, 2015  
Return to: City of Rosenberg, co/ Rosenberg Civic Center, PO Box 32, Rosenberg, TX 77471  
Checks should be made payable to "City of Rosenberg"

Vendor Name: \_\_\_\_\_  
Organization/Business Name: \_\_\_\_\_  
Electricity Required: \_\_\_\_\_ YES \_\_\_\_\_ NO  
Mailing Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_

Merchandise (must list all)	Description	Price
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Estimated Gross Income from Event:		\$ _____

List any electrical devices to be used: \_\_\_\_\_

Children's Vendor Booth Fee \$ 50.00 \_\_\_\_\_  
**TOTAL FEE ENCLOSED** \$ \_\_\_\_\_ Check # \_\_\_\_\_

**Disclaimer and Indemnity: No refunds due to vendor cancellation.** The City of Rosenberg makes no representation as to the number of potential festival attendees and assumes no liability for any financial loss due to Vendor's operation at the event. The City of Rosenberg reserves the right to terminate any vendor agreement, at any time, for any vendor that does not comply with the terms of this agreement. Failure to comply will result in the forfeiture of all booth fees paid. The City of Rosenberg shall not be liable in any way for any loss or damage resulting from theft, accidents, acts of God, or forces of nature to merchandise, fixtures or equipment, or any injuries sustained to vendors or their personnel before, during, or after the event. Vendor expressly agrees to indemnify, protect and hold harmless, the City of Rosenberg and any of its members, officers, committee members or festival sponsors from any liability whatsoever in connection with this event. By my signature below, I agree to abide by all rules and regulations and I acknowledge acceptance of this vendor agreement and disclaimer and indemnity.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICATION/PAYMENT DEADLINE – JUNE 1, 2016**



## **City of Rosenberg Events** **Vendor Sales Tax Information**

All applicants must submit a copy of their current "Texas Sales Tax Permit" or their "Texas Sales and Use Tax Exemption Certificate" to be considered eligible to be a vendor at a City of Rosenberg event. Eligibility will be verified based on these certificates, and databases of the Texas Comptroller of Public Accounts.

### **Food:**

Mobile food vendors are responsible for collecting state and local sales and use tax on all sales of ready-to-eat food items. Mobile food vendors must obtain a sales tax permit and collect and remit the appropriate local sales and use taxes when operating in Texas. Vendors may charge a "tax included" sales price, or they may separately state the tax on each customer receipt. If tax is included in the sales price, the mobile food vendor must post a sign indicating that the price includes sales tax. The tax rate is based on the location where the items are sold. The City of Rosenberg sales tax rate is 8.25%.

### **Craft/Goods:**

Itinerant vendors and temporary places of business must collect local sales tax for the taxing jurisdictions in effect at the location on all taxable items transferred to customers at that location. The City of Rosenberg sales tax rate is 8.25%.

### **Non-Profit/Exempt Organizations as vendors:**

Certain exempt organizations, as defined by the State of Texas, are not required to collect sales tax if they are selling meals and food products. These entities must present a current "Texas Sales and Use Tax Exemption Certificate" with their application for status verification.

### **For More Information:**

Visit [www.window.state.tx.us/taxinfo/sales](http://www.window.state.tx.us/taxinfo/sales), or contact the Texas Comptroller of Public Accounts at 1-800-252-5555.

**CONSENT TO CONDUCT DPS CRIMINAL HISTORY (CCH) VERIFICATION CHECK  
FOR VOLUNTEERING ACTIVITIES  
CITY OF ROSENBERG, TEXAS**

In connection with my application and desire to engage in volunteer activities, I have been advised and I hereby consent and authorize the City of Rosenberg and its agent, at any time during or subsequent to my application process, to conduct a background check that may include a criminal record check and such additional verifications and reference checks as deemed necessary. I do hereby consent to the City of Rosenberg's use of any information provided on this form or during the application process in performing the non-employment related background check. I agree to release, indemnify and hold harmless the City of Rosenberg and any agency used with regard to any information provided by the agency. I acknowledge that a facsimile, copy or electronic version of this form shall be as valid as the original.

I, \_\_\_\_\_, have been notified that a Computerized Criminal History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website, and will be based on identifiers I supply in this document.

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**PRINT NAME:**

\_\_\_\_\_

Last Name	First Name	Middle
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Any other names used (Print): \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Social Security Number: Last four digits only, please \_\_\_\_\_

Gender:             Male             Female

Position or Event applied for: \_\_\_\_\_

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

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**FOR OFFICIAL USE ONLY:**

Information requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Results:                            Approved to volunteer \_\_\_\_\_

    Not approved to volunteer \_\_\_\_\_

Rev. 08-28-13

*Submit completed form to: Volunteer Coordinator, City of Rosenberg  
2110 4<sup>th</sup> Street  
Rosenberg, TX 77471  
E-mail: [volunteer@ci.rosenberg.tx.us](mailto:volunteer@ci.rosenberg.tx.us)  
Contact: Phone 832-595-3323 Fax 832-595-3321  
Web: [www.ci.rosenberg.tx.us](http://www.ci.rosenberg.tx.us)*