



## City of Manor Special Event Vendor Application

Return all paperwork and applicable fees:  
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City of Manor's events provide the community with various opportunities to become engaged with family, friends, and neighbors.

*The vendor must submit a completed application and appropriate licenses and must be approved by the event organizer before an applicant is eligible to participate and/or sell at any event. Applications can take up to 10 business days to be approved. An approval e-mail will be sent upon acceptance. After approval, the vendor has 5 business days to submit vendor fee payment.*

### **Vendor Checklist**

- Submit a photo of the vendor setup
- Food vendors must provide the following documents:
  - Travis County Mobile Food Vendor Inspection Report
  - (Manor must be listed as the jurisdiction) for *Mobile Food Vendors ONLY*
  - Mobile Food Trucks VIN number for *Mobile Food Vendors ONLY*
  - Texas Sales & Use Tax Permit (*except food cottage vendors*)
  - Food Handler's Certificate
  - Valid Government Issue US Photo ID
  - Liability Insurance (*except food cottage vendors*)
  - Cottage Food Vendor must submit a sample photo of their labeled products
- Submit completed Special Event Vendor Application
- Upon receiving approval e-mail, vendors have 5 business days to submit payment for vendor fee



### **Special Event Vendor Application**

Return all paperwork and applicable fees:

A completed application and appropriate documents must be submitted and approved by staff before the applicant is eligible to participate and/or sell at any event. An approval e-mail will be sent upon acceptance.

**A. Business / Organization Information**

Name of Applicant: \_\_\_\_\_

Business / Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**B. Vending Information**

**Vendor Type:** \*Refer to Rules & Regulations for vendor definitions.

Food Vendor (Indoor & Outdoor)  
    o Mobile Food VIN#: \_\_\_\_\_

Commercial/Business Vendor  
 Specialty Vendor  
 Non-Profit/Community Groups

Art & Craft Vendor

**Does your setup use a propane grill, charcoal grill, or gas/battery generator?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Utilities needed?** None \_\_\_ Electric \_\_\_ Water \_\_\_

*(Please note that electricity and water supply is limited and may not be granted)*

**C. Product/Services List:** \*Describe services or products you will offer and what value you will add to the event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. Release of Liability/Hold Harmless:**

*I and my heirs, executors, administrators, and assignees, do hereby agree to defend, indemnify, release, and hold harmless the City of Manor, its employees, officers, volunteers, agents, and sponsors from any and all claims, damages of every type, causes of action, costs, attorney fees, and interest which now exists or hereafter, arising out of or related to acts or omissions of myself or the City of Manor or any of its employees, officers, volunteers, agents or sponsors during my participation. I attest and verify that I fully knowledge the risks involved in this event. I have read and fully understand the content and meaning of this statement and execute it voluntarily.*

**The vendor has read and agrees to the Rules and regulations created and enforced by the City of Manor. The vendor agrees to share the Rules and regulations with everyone at their booth.**

Authorized by (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by (Signature): \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Photos Rec'd: \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date Recv'd: \_\_\_\_\_ Utilities: \_\_\_\_\_ Staff Initials: \_\_\_\_\_