



# MEMO

To: Mayor and City Council Members  
From: Yalondra M. Valderrama Santana, Heritage & Tourism Manager  
Date: February 7, 2024  
RE: **2024 Proposed City Events and Application Process**

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## UPCOMING SPRING & SUMMER SPECIAL EVENTS

### **Easter Egg-Heli-Drop**

Sat, March 30<sup>th</sup> from 11am to 3pm  
Caysa, 15317 Us Hwy 290 E. Manor

Description: The Easter Egg-Heli-Drop is a fun, family-friendly, free event presented by the City of Manor. There will be a helicopter easter egg drop, games, crafts, food trucks, music, vendors, and photos with the Easter Bunny. Children of all ages are invited to participate in Manor's Easter Egg-Heli-Drop, featuring candy-filled eggs, for each age division.

### **4<sup>TH</sup> Annual ManorPalooza**

Fri, May 3<sup>rd</sup> from 5pm to 10pm & Sat, May 4<sup>th</sup> from 11am to 11pm  
Timmermann Park from 1:00pm to 8:00pm

Description: The 4<sup>th</sup> Annual ManorPalooza is a fun, family-friendly event celebrating the City of Manor and its people. There will be a firework show, games, arts and crafts, food trucks, vendors, music, carnival rides, photo booths, sausage-eating competitions, and more.

### **Juneteenth**

Sat, June 15<sup>th</sup> from 1pm to 6pm  
Manor Art Park, 111 S Lexington St. Manor

Description: The Manor Juneteenth event commemorates the end of slavery in the United States. Juneteenth marks the day when federal troops arrived in Galveston, Texas in 1865 to take control of the state and ensure that all enslaved people be freed.



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**4<sup>th</sup> of July**

Thurs, July 4<sup>th</sup> from 4pm to 10pm

Manor ISD Athletic Complex, 14832 FM 973 Manor

Description: The 4<sup>th</sup> of July Celebration is a fun, family-friendly event to celebrate the United States' Declaration of Independence. There will be a firework show, games, arts & crafts, food trucks, vendors, music, bouncy houses, photo booths, and more.

**CITY SPECIAL EVENT VENDORS PROPOSAL**

- Rules & Regulations
- Surrounded/Similar Cities Special Events Vendor Analysis

Cities	Vendor Types & Fees	Booth Space
<b>Elgin</b>	Depends on the event's type and size	
<b>Bastrop</b>	N/A	N/A
<b>Pflugerville</b>	Depends on the event's type and size	
<b>Kyle</b>	Food = \$250 Canopy/Non-Food = \$150	Food Truck: 10x20 Canopy Food Vendors = 10x10 Regular Vendors: 10x10
<b>Georgetown</b>	<i>Vendor Application Fee = \$25</i> Food = \$800-\$1,200; <i>depends on location requested &amp; if city supply power</i> Non-Food = \$325/10x10; \$650/10x20	Non-Food Vendors = 10x10 or 10x20
<b>Taylor</b>	Festival = \$100 per 10x10 spaces Farmers Market = \$50 per 10x10 spaces Bazaar = \$50 per 10x10 spaces	All Vendors: 10x10 Charge by space. City charges the vendors for the space their footprint requires
<b>Temple</b>	Depends on the event's type and size Food Rages: \$150-\$250 Non-Food Rages: \$100-\$150	
<b>Belton</b>	Food Truck = \$125 Canopy/Regular = \$100	Food Trucks: 20x10 Regular Vendors: 10x10



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<b>Harker Heights</b>	Food Truck = \$100 Food = \$100 Arts & Crafts = \$25 Commercial/Business = \$100	
<b>Killeen</b>	Food Truck = \$50 Food = \$50 Crafts = \$25 Commercial/Business = \$100 Specialty = \$100	Food Trucks: 20x10 Canopy Food Vendors = 10x10 Regular Vendors: 10x10
<b>Coppers Cove</b>	Food Trucks = \$450 Canopy Food = \$300 Craft = \$300 Promotional Booth = \$75	Food Trucks: N/A Canopy Food Vendors = 10x10 Regular Vendors: 10x10

**Average Fees:**

Food Truck = \$150-\$250

Food Vendor = \$100-\$200

Non-Food Vendor = \$50-100"

- Special Events Vendor Propose Fees

<b>Vendor Type</b>	<b>Description</b>	<b>Fees (per Booth Space/Day)</b>
Food Vendors (Indoor & Outdoor)	Food-based vendor that provides hot and ready-to-eat foods, cottage foods, or temperature-controlled foods inside a facility or out of a mobile food vending area such as a food truck.	\$50 - \$100
Art & Craft Vendors	Arts and crafts vendor whose product is made by the owner or employees associated with the business. No resale items.	\$25-\$50
Commercial/Business Vendors	Commercial or home-based business that wishes to collect payment for memberships, advertise business services, and/or sell products. Examples: Include but are not limited to direct sales business, membership-based business (i.e. Sam's Club, fitness business, etc.), selling of resale items such as light-up toys, etc.	\$25-\$50
Specialty Vendor	Business that charges a fee for services offered at an event. This includes but is not limited to face painting, professional photography, spas, etc.	\$50-\$75



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Non-Profit/Community Groups	Local non-profit organization that offers a value-added activity/program to the event. Vendor may advertise information regarding the non-profit but <u>cannot exchange money.</u>	\$0
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## City of Manor Special Event Vendor Application

Return all paperwork and applicable fees:  
Yalondra M. Valderrama Santana • [ysantana@manortx.gov](mailto:ysantana@manortx.gov) • (512) 367-2340  
105 E. Eggleston St., Manor, TX 78653

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
- Submit complete the City of Manor Vendor Permit
- Food Vendors must submit all necessary licenses/liability insurance/permits/reports to operate
- Submit completed Event Vendor Application
- Upon receiving approval e-mail, vendors have 5 business days to submit payment for vendor fee



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105 E. Eggleston St., Manor TX, 78653

*A completed application and appropriate licenses 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)
- Art & Craft Vendor
- Commercial/Business Vendor
- Specialty Vendor
- Non-Profit/Community Groups

**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: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

## City of Manor's Special Event Rules & Regulations

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### GUIDELINES:

1. Vendors must submit the Special Event Vendor Application and Vendor Permit Application.
2. All applications must be turned in and completed with all necessary documentation by the deadline. **NO**

### **EXCEPTIONS**

3. It is understood that the vendor will comply with all applicable local, state, and federal laws, and failure to do so may result in immediate forfeiture of vendor status.
  - Food vendors/trucks must provide the following documents with their Vendor Permit:
    - a. Travis County Mobile Food Vendor Inspection Report (Manors must be listed as the jurisdiction)
    - b. Texas Sales & Use Tax Permit
    - c. Food Handler's Certificate
    - d. Valid Government Issue US Photo ID
    - e. Liability Insurance
4. Upon approval, the vendor acknowledges that they will be present for the event they have signed up for. Should the vendor have to be absent from an event, they must notify the event organizer via e-mail four (4) business days before the event for a vendor fee refund.
5. We do not offer exclusivity for any products or services nor guarantee you will not be placed near a competitor. We will attempt to limit duplications as much as possible.

### LOCATION:

1. Set-up maps will be e-mailed 3 business days before the event. The map will verify the location of the event, set up time, tear down time, and parking.
2. The entire set-up must fit in the designated 10x10-foot space. Food trucks will need to fit inside their designated 20x20-foot space. If additional space is required, multiple vendor spots may be purchased.
3. Spots are assigned on a first-come-first-serve basis, pending application acceptance. Vendors are not allowed to sub-let or share their space without the permission of the event organizer.
4. Waste disposal for items such as oil and grease will be the responsibility of the food establishment and will not be disposed of on City property.
5. The vendor must ensure that no trash or any other items are left behind, and space should be returned in the condition in which the space was found.
6. Vendor's booth requests will be considered on a first-come-first-served basis.

### SET UP LOGISTICS:

1. The vendor is responsible for all & any set-up needs: tables, chairs, shade devices, set up, tear down, staffing, materials, lighting if needed, keeping the area clean, disposing of trash, etc. Unless otherwise communicated by the Recreation Manager.
2. Average booth space is 10 ft. x 10 ft. and 20 ft. x 20ft. for food trucks.
3. No vehicles are permitted in the event area unless you are a food truck, or it is part of the vendor booth 30 minutes before the event starts. Vendors must **IMMEDIATELY** unload and then move the vehicle to a parking spot outside the event area.
4. Vendor tear-down begins shortly after the event ends. Vendors must stay during the duration of the event and are asked not to leave early. Vehicles will be allowed in the event area shortly after the event ends and once the crowd has cleared.
5. If you have a grill or sterno as part of your vendor setup, you must always have a Class 2A-10 BC-rated fire extinguisher on site and within reach of your booth during the event. The fire extinguisher must have a current inspection and be fully charged. If you use food fryers, a class K extinguisher will be required on-site and within your booth's reach.
6. If the vendor chooses to use a tent it must be clean and well working. We prefer vendors to have a 10 ft. x 10 ft. EzupTent or Zshade Tent. Most accidents at events involve pop-up tents. It is your job to minimize the risk. The tent must be weighed down. **NO EXCEPTIONS.** Tents must be **weighed down by at least 25 lbs. per leg.** If you show up and do not have weights, you may not use a tent. *(Gallon water jugs and single bricks are not safe. Professional grade tent weights, including PVC pipe filled with concrete or tent-weight sandbags, are safe ways to weigh down tents. Strong gusts come up without warning at any time before, during, or after the event. Tying tents to tables, coolers, or any other object that is not a weight provides*



tripping hazards and frequently does not provide adequate weight.) Vendor safety is just as important as event-goer safety.

### **NOT ACCEPTABLE WEIGHTS**



### **ACCEPTABLE**



### **WEATHER POLICY:**

Texas weather is extremely unpredictable, and we ask that vendors plan accordingly. The City of Manor is not responsible for loss due to inclement weather. In case of inclement weather, vendors will be asked to leave for safety. Due to the unpredictability of Mother Nature, there will be **no refund** of vendor fees.

### **SECURITY:**

Minimum event security is provided at our events. The City of Manor is not responsible for the safety of the vendors or their property, employees, visitors, or customers from theft, disappearance, pilferage, injury, or damage; the responsibility lies solely with the vendor.

### **PROFESSIONAL CODE OF CONDUCT:**

In the spirit of professionalism, participants shall:

1. Conduct themselves in a manner that represents the City of Manor with honor, dignity, and respect.
2. Demonstrate the qualities of civility and professionalism at all times.
3. Do not use vulgar, abusive, racist, sexist, demeaning, or intimidating language at any time.
4. Support fellow vendors and staff in a positive manner.
5. Treat other vendors, staff, and customers with courtesy and respect at all times.

### **RESTRICTIONS:**

No vendor permitted under this section will be allowed to do the following. Failure to comply will result in immediate forfeiture of permit(s):

1. Sell or distribute alcohol without the approval of the event organizer, necessary documentation, and permits.
2. Leave a vehicle or cart unattended.
3. Park at a designated spot overnight.
4. There is **NO DRIVING ON PARK GROUNDS** permitted during event time.
5. NO smoking, vaping, chewing, or any tobacco products of any kind is permitted by vendors and/ or their agents.
6. Have pets/live animals for sale or accompanied by vendors. Only service animals are allowed.
7. Sell or distribute items in glass containers.
8. Have fires except in barbecue grills and/or kettles.

### **VIOLATIONS:**

1. Failure to provide proper notice of cancelation for the event will result in skipping the next signed-up event.
2. Arriving late for the event, the vendor will not be able to set up and will skip the next signed-up event.
3. Leaving the event early will result in skipping the next signed-up event.

Operating without the proper permit, in violation of the City of Manor and/or Travis County, or in violation of these guidelines may result in fines and/or additional penalties. The City of Manor may revoke a permit granted for any activity, which is found to be in violation of any ordinance, law, or conditions of approval. In the event that the applicant is not ready to vend at the designated time or if vital vending individuals is/are not present, or if the applicant arrives in such a condition as to appear to a reasonable person to be incapable of vending in a reasonably acceptable manner, then the applicant shall be deemed to have violated these terms.



## **VENDOR INFORMATION**

1. All vendors must submit a photo of their vendor setup.
2. Applications can take up to 10 business days to be approved. Vendors have 5 business days to submit payment for vendor fees upon approval.

## **VENDOR FEES:**

The City of Manor presents a number of annual special events that unite our community. Through these events, we strive to positively impact citizens of all ages, building traditions and a sense of community with families, friends, and neighbors.

Vendors play an important role in these special events, allowing us to provide our community with top-notch programming at little to no cost.

After the vendor receives the approval e-mail, you will have 5 business days to pay the vendor fee.

If the vendor decides to withdraw, it may receive a vendor fee refund if withdrawal is made up to five (5) business days before the event. There is an administrative fee of \$10, that will be taken from the vendor fee. A check with the remainder of the balance will be mailed to the vendor with the refund. The vendor must communicate with the event organizer via e-mail to confirm the withdrawal request. If a withdrawal is made within five (5) business days before the event, there will be NO REFUND.

Acceptable forms of payment are:

- Cash
- Card (Visa & Master card ONLY plus \$3.00 service charge)
- Money Order or/and Business Check (Made payable to the City of Manor).

Payments can be sent by mail or made in person at:

Manor City Hall  
105 E. Eggleston St.  
Manor, TX 78653  
Monday - Friday, 8 a.m. to 5 p.m.

<b>Vendor Type</b>	<b>Description</b>	<b>Fees (per Booth Space/Day)</b>
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