



# COVE Fall-O-Ween FESTIVAL



Saturday October 19, 2019

5:00pm-8:00pm

Copperas Cove City Park

1206 W. Ave B

(If inclement weather: Copperas Cove Civic Center)

## Vendor Application

### Arts & Crafts Vendors

Name of Booth: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

(Spaces will be approximately 10 x 10) Spaces Needed: \_\_\_\_\_

Description of Booth: \_\_\_\_\_  
\_\_\_\_\_

### Food Vendors

Name of Booth: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

(Spaces will be approximately 10 x 10) Spaces Needed: \_\_\_\_\_

List all food items for sale: \_\_\_\_\_  
\_\_\_\_\_



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The City of Copperas Cove reserves the right to accept or reject items in order to maintain a quality event. All merchandise must be displayed neat and organized manner.

**APPLICATION PROCESS: Vendor Application Fee \$50. We will not accept any applications without payment.**

Registration and payment can be completed at the Parks Office (1206 West Ave B, Copperas Cove, TX 76522) or by completing this form and mailing it with a check/money order/cashiers check made out to the City of Copperas Cove (in the memo line Fall-O-Ween Festival) and send to:

Finance Office P.O. Box 1449 914 South Main St., Suite H Copperas Cove, TX 76522.

**Applications must be received by EOB October 4th, 2019.** You will be notified of your status with 1-5 business days of us receiving your completed application.

**CANCELLATION POLICY:** If a withdrawal is made 7 days prior to the event you will receive \$40 refund. The remaining \$10 will be kept as an administration fee for production, promotion, marketing and advertising of this Festival. If a withdrawal is made in the 7 days before the event, there will be NO REFUND.

The City of Copperas Cove will not be responsible for losses due to inclement weather. The City of Copperas Cove or any representatives thereof are not liable or responsible for any losses, damages, or accidents that may occur during this event. This is a rain or shine event, THERE WILL BE NO REFUNDS ISSUED.

**Signature of Vendor:** \_\_\_\_\_

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

\*Assigned times for vendor check -in will start at 1:30pm Saturday 10/19/19. **Vendors will check in with Brianna McGuine** Vendors must be set up by 4:00 pm on Saturday and stay up until 8:30 pm. Vendors must vacate the grounds by 10:00 pm.