

**APPLICATION DEADLINE  
Postmarked or emailed by June 30,  
2022**

Hello Vendor!

The Grapevine Convention & Visitors Bureau is pleased to invite you to apply to participate in the 36<sup>th</sup> Annual GrapeFest® - A Texas Wine Experience, Presented by Bank of the West, to be held on September 15, 16, 17, 18, 2022.

Please follow all instructions carefully and note that the deadline for submitting the application is **Thursday, June 30, 2022**.

The following items must be completed and attached:

1. Completed Vendor Application
2. Texas Sales Tax and Use Permit (photocopies are acceptable).
3. Completed 2022 W-9 Form

Please be aware that we have a limited number of vendor locations available and will be reviewing applications closely. Applying in no way guarantees vendors a location in the festival. The Grapevine Convention & Visitors Bureau reserves the right to deny any application for vending that does not meet with the vision of the festival, is oversubscribed, or would compete with existing businesses along Main Street or festival sponsors. Accepted vendors will be notified no later than July 15 with a vendor agreement, a link for payment, and information on how to apply for a temporary food permit with Tarrant County. Checks will not be accepted.

We look forward to working with you throughout the application process. Let Diana or myself know if you have any questions at all.

Cheers to a Successful GrapeFest!!

Best,

J. Denton Bricker  
Director of Festivals & Events  
Grapevine Convention & Visitors Bureau

## **Payment Due Date & Cancellation Policy**

If accepted, a link to pay online will be sent with your Vendor Agreement. Checks will not be accepted.

**Payment will be due no later than Friday, July 29, 2022.**

Cancel prior to August 1, 2022 – 100% refund  
Cancel prior to August 12, 2022 – 50% refund  
Cancel on or after August 13, 2022 – No refund

**GrapeFest is an outdoor event and there are no refunds for inclement weather.**

All cancellations must be  
emailed to Diana O'Bryan ASAP at DObryan@GrapevineTexasUSA.com.

## **Vendor Guidelines**

1. Incomplete Vendor Applications will **not** be accepted. Be certain to initial and sign as needed.
2. **Preferred placement (including previous placement) is not guaranteed.**
3. Festival load-in will be Wednesday evening, September 14. More detailed information to come via e-mail.
4. No pets are allowed on festival grounds, with the exception of service and/or guide dogs.
5. Pop-Up Tents are required to be weighted 25 lbs. at each corner to anchor setup in high winds.
6. Both sides of tent and/or booth should ideally be accessible to customers as we don't normally stack vendors back to back. This will maximize exposure of products to festival patrons
7. Highest standards of visual aesthetics are required. Please consider the appearance of your booth as this is reflective of the festival. Festival Management reserves the right to modify set-up.

Contact Diana O'Bryan, Festivals & Events Assistant, at  
817-410-3184 or DObryan@GrapevineTexasUSA.com with questions.

**APPLICATION DEADLINE IS June 30, 2022**

**36<sup>th</sup> GrapeFest**

**Grapevine, Texas**

**September 15, 16, 17 and 18, 2022**

**Official Food Vendor Documentation**

**(Please print or type)**

Company Name:	
Contact Name:	
Mailing Address:	
City, State, Zip:	
Business Phone:	Cell Phone:
Phone Number During Festival:	
Email Address:	
Website Address:	

Copy of Sales Tax Permit must be included with documentation. All sales tax collected from sales at Main Street Fest must be paid to the City of Grapevine. **(Please initial to confirm)**

I authorize Festival Management to share my contact information with anyone inquiring about my product after the festival. **(Please initial to confirm)**

A Temporary Food Permit must be submitted to Tarrant County by September 2, 2022. **(Please initial to confirm)**

\_\_\_\_\_ Number of times you have been selected as a vendor for Main Street Fest or GrapeFest in Grapevine, TX

## APPLICATION DEADLINE IS JUNE 30, 2022

Provide a description of menu items including portion size and coupon price. The cash value of each coupon is \$0.50 cents. All bottled water and soft drinks will be sold for no more than \$2.50 (5 coupons). If additional space is needed, please attach a separate sheet of paper with additional information. In trying to remain a family-friendly festival, we strive to maintain fair festival pricing along with portion controls. **No food vendor may sell an item for more than 18 coupons unless approved by festival management.**

**Only approved items shall be sold at the festival at the agreed prices.**

ITEM	FESTIVAL PORTION	PRICE (in coupons)	ITEM	FESTIVAL PORTION	PRICE (in coupons)

### VENDOR LOGISTICS (Please complete all information below)

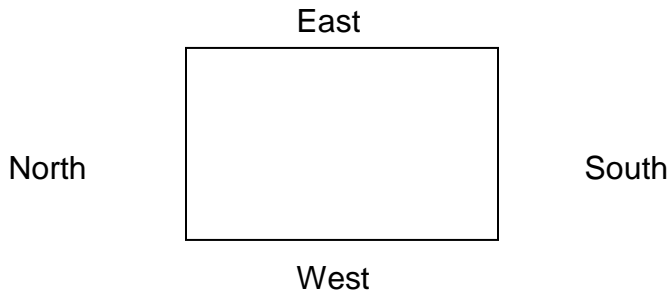
1. Do you have a trailer? \_\_\_\_\_ Is the tongue detachable? \_\_\_\_\_

If yes, what are the dimensions including the tongue? \_\_\_\_\_

2. Do you have a booth? \_\_\_\_\_

If yes, what are the dimensions? \_\_\_\_\_

On the box below, **mark 'S'** on any side you will be serving from and **mark 'X'** for the trailer tongue location:



## APPLICATION DEADLINE IS JUNE 30, 2022

**Fees: Once documentation is received by the Conventions & Visitors Bureau a link with instructions will be sent by email to complete payment.**

**Vendor Type - Please circle one: Commercial Vendor, Local Civic/Service Organization**

### Commercial Vendor Pricing

10 x 10'	\$385 + 20% of Gross Sales
10 x 20'	\$435 + 20% of Gross Sales
10 x 30'	\$485 + 20% of Gross Sales
10 x 40'	\$535 + 20% of Gross Sales

### Grapevine Civic/Svc Organization Pricing

10 x 10'	\$250 + 10% of Gross Sales
10 x 20'	\$300 + 10% of Gross Sales
10 x 30'	\$350 + 10% of Gross Sales
10 x 40'	\$400 + 10% of Gross Sales
10 x 50'	\$450 + 10% of Gross Sales
10 x 60'	\$500 + 10% of Gross Sales

Total Space Needed: \_\_\_\_\_

Electricity is included in the fee above. You must specify your electrical needs. Please complete the information below:

1. I need: 110v 20amp plug, how many? \_\_\_\_\_  
110v 30amp plug, how many? \_\_\_\_\_  
240v 50amp plug, how many? \_\_\_\_\_

2. There is no direct wiring.

3. We have limited water hookups available. Do you need water? (Circle one) YES NO  
If yes, please explain purpose: (We will make every effort to accommodate all water requests, but it is not guaranteed.)

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

Festival & Event Management reserves the right to assign space in accordance with other vendors and products. Preferred or repeat booth placement is not guaranteed. Please use this area for comments, requests or a brief explanation of products. Attach additional paper if necessary.

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

## DOCUMENT DEADLINE IS JUNE 30, 2022

### Important GrapeFest Information

Please initial next to each item in the space provided indicating you understand and agree.

\_\_\_\_\_ **This application does not guarantee a booth in present or future festivals.**

\_\_\_\_\_ **If accepted, vendors are not guaranteed preferred or previous booth placement.**

\_\_\_\_\_ **Menu items and prices are subject to approval to keep Grapevine festivals at family friendly portions and prices. Unless approved, prices may not exceed 18 coupons.**

\_\_\_\_\_ All food vendors must accept coupons **only**. No cash/credit transactions will be allowed. Vendors will reconcile coupons at close of business on Sunday at a designated location where you will receive a check for payment.

\_\_\_\_\_ GrapeFest will go on **RAIN** or **SHINE**. There are no refunds for inclement weather.

\_\_\_\_\_ Each food vendor will receive two (2) vendor badges, regardless of booth size, for unlimited festival access. Additional badges may be purchased for \$5 each.

\_\_\_\_\_ We do not provide drainage or disposal for water. There are designated locations for grease disposal but capacity is limited.

\_\_\_\_\_ All electrical and water hookups are in the center of the street.

\_\_\_\_\_ You must be approved for water and electrical hookup.

\_\_\_\_\_ All food heating equipment must be shielded from the public. Proper fire extinguishers must be in booth/trailer.

\_\_\_\_\_ The Grapevine Convention & Visitors Bureau will not assume responsibility for damage or theft of your property.

\_\_\_\_\_ We do not offer **any exclusives** in food products.

\_\_\_\_\_ Festival Dates: September 15, 16, 17 and 18, 2022

## APPLICATION DEADLINE IS JUNE 30, 2022

### Important GrapeFest Information Continued

Please initial next to each item in the space provided indicating you understand and agree.

\_\_\_\_\_ Upon receiving your documentation to Main Street Fest, vendors are required to provide a minimum of **\$500,000 of general liability insurance**. A copy of your certificate naming Grapevine Convention & Visitors Bureau as additional insured must be on file prior to commencing operation.

\_\_\_\_\_ All accepted Food Vendors must obtain a Tarrant County Temporary Food Permit (cost of \$35.00) **no later than September 2, 2022**. (Link will be provided with agreement.) **If this process is not complete, vendors will not be able to operate at the festival.**

\_\_\_\_\_ Cancellation policy:                   **Cancel prior to August 1, 2022 - 100% refund**  
   **Cancel prior to August 12, 2022 - 50% refund**  
   **Cancel on or after August 12, 2022 – No refund**

All cancellations must be in writing and received ASAP by email to Diana O'Bryan at [DObryan@GrapevineTexasUSA.com](mailto:DObryan@GrapevineTexasUSA.com) or by mail (see address below).

\_\_\_\_\_ Email application to [dobryan@grapeinetexasusa.com](mailto:dobryan@grapeinetexasusa.com) (preferred) OR

Mail Applications to:                       36<sup>th</sup> Annual Grape Fest  
   Grapevine Convention & Visitors Bureau  
   636 S. Main St.  
   Grapevine, TX 76051

My signature acknowledges that if accepted I will be present and my booth will be open and staffed during all festival operating hours of GrapeFest. If accepted, I agree to follow all rules and regulations set forth by festival management and understand that failure to do so can result in immediate expulsion without refund. I acknowledge that the following are prohibited: pets, illegal substances or weapons on my person, in my booth or in my vehicle during the festival.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please initial each box confirming that all items are included with your Documentation:**

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Completed and signed Application | <input type="checkbox"/> 4. Pricing attached |
| <input type="checkbox"/> 2. Copy of Texas Sales Tax Permit   |  |
| <input type="checkbox"/> 3. Completed 2022 W-9 Form          |  |