

2025 Spring Fest Promotional Booth Vendor Application

**Saturday March 22, 2025
4:00—9:00
City Park 1206 W Ave B
Copperas Cove, TX 76522**

Promotional Booth Vendor

Name of Booth: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Facebook Page: _____

(Spaces will be approximately 10 x 10, **2 maximum**) Spaces Needed: _____ (a \$25 fee will be added for each additional 10x10 spot)

Description of Booth and services offered: _____

Fees & Payment: Vendor Application Fee \$75 for a 10x10. (\$25 for additional 10x10)

Applications must be received by EOB March 7, 2025. You will be notified of your status within 1-5 business days of us receiving your completed application. Once approved, we will process your payment. Please make sure that all required information on the application is completely filled out. Any required fields left blank, we will not accept the application.

Registration and payment can be completed at the Parks Office (1206 W. Avenue B) cash/check/card 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 Food Truck Festival) and send to:

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

PAY BY CREDIT CARD

***There will be a \$2.75 processing fee assessed if paying by card**

Name on Credit Card: _____

Card #: _____ Exp. Date: _____ CVV: _____

Billing Zip Code: _____

PLEASE REVIEW AND INITIAL EACH BOX BELOW. BY INITIALING AND SIGNING BELOW, YOU ARE AGREEING TO FOLLOW ALL RULES AND REGULATIONS.

- I acknowledge that the City of Copperas Cove will not be responsible for losses due to inclement weather. The City of Copperas Cove or any representatives are not liable or responsible for any losses, damages, or accidents that may occur during this event. There will be **NO** weather refunds.
- I acknowledge that the City of Copperas Cove reserves the right to refuse any application. Submission of this application does not guarantee acceptance.
- I acknowledge that my merchandise must be displayed in a neat and organized manner.
- I acknowledge that I must arrive during my assigned check-in window on Saturday, March 22. A timeline and map will be e-mailed at least two weeks prior to event. If you are not on the premises an hour prior to festival starting, you will not be able to attend the Spring Fest. **NO EXCPETIONS! NO REFUND!**
- I acknowledge that I **must not** be able to tear down my booth until end of the event. Due to patron safety, I **cannot bring my vehicle** to my booth location for break down until cleared by a Parks and Recreation representative.
- CANCELLATION POLICY:** If a withdrawal is made up to 7 days prior to the event you will receive \$50 refund. The remaining \$25 will be kept as an administration fee for production, promotion, marketing and advertising of this Festival. If a withdrawal is made within the 7 days before the event, there will be NO REFUND.
- I acknowledge that I am responsible for my own tent, tent weights, tables, and chairs. That only the space is provided by the City of Copperas Cove.
- I acknowledge that I may not sell any items during the event.

I agree that I have read, understood, and will abide by the City of Copperas Cove Spring Festival procedures, rates, policies, and information. I understand that failure to respect ALL rules will result in immediate termination and forfeit of application fee.

Signature of Vendor: _____ Date: _____

*Assigned times for vendor arrival will run five to 3 hours prior to festival starting on Saturday 3/22/25 (subject to change). Vendors will check in with an event representative. Vendors must be set up by 30 minutes prior to festival on Saturday and stay up until end of event. Vendors must vacate the grounds by 12:00 am on March 22, 2025.