

2025 Spring Fest Market Vendor Application

March 22, 2025

4:00—9:00

City Park 1206 W Ave B
Copperas Cove, TX 76522

Name of Booth: _____

Contact Name: _____

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

Phone Number: _____

Email: _____

Facebook Page: _____

Choose type of booth: Arts/Craft Food

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

Description of Items sold: _____

Fees & Payment: Vendor Application Fee \$100 for 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. Vendor Spots are first come, first served after notice of approval.*

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 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 time window on Saturday, March 22nd. 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, you will not be able to attend the Spring Festival. **NO EXCPETIONS! NO REFUND!**
- I acknowledge that I **must not** be able to tear down my booth until end of event time. 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 \$75 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 electricity will not be available for all locations. If electricity is needed, I must provide my own generator.

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 check –in will run five to three hours prior to event start time Saturday 3/22/25. Vendors will check in with an event representative. Vendors must be set up by thirty minutes prior to festival on Saturday and stay up until end time.