



ACTIVITIES VENDOR APPLICATION

COPPELL'S INDEPENDENCE DAY FESTIVAL AT ANDREW BROWN PARK!

EVENT INFORMATION

WHEN: June 30, 2018 • 4 - 11PM
WHERE: Andrew Brown Park East
260 E. Parkway Blvd.
Coppell, TX 75019

The City of Coppell will host Celebrate Coppell on Saturday, June 30. This free community festival hosts a 5K and fun run, inflatable activities, a family entertainment area, festival food, live music, and the best fireworks show in DFW!

This event is located at the beautiful Andrew Brown Park East and normally draws approximately 8,000 to 10,000 people throughout the day.

CONTACT

Richard Duffy • Special Events • City of Coppell
972-462-5104 • rduffy@coppelltx.gov
255 Parkway Blvd., Coppell, TX 75019





2018 CELEBRATE COPPELL ACTIVITIES VENDOR APPLICATION

SATURDAY, JUNE 30 · 4 - 11PM

ANDREW BROWN PARK EAST · COPPELL, TX

Thank you for your interest in participating at Celebrate Coppel. If your application is approved, you will receive an "Approved Vendor" email no later than June 5. We are committed to providing a vendor area that is engaging and fun for people of all ages, and avoiding a commercialized or trade show vibe. Each vendor booth should provide an activity or game that attracts and engages attendees. Vendors are selected based on factors including electrical needs, space requirements, etc.

Please submit a completed application with attachment to Richard Duffy:
 MAIL: City of Coppel • Attn: Richard Duffy • 255 Parkway Blvd • Coppel, TX 75019
 E-MAIL: rduffy@coppelltx.gov • PHONE : (972) 462-5104 • FAX: (972) 462-5149

DEADLINE: FRIDAY, JUNE 1

Applications will no longer be accepted once capacity has been reached or the deadline has passed.

CONTACT INFORMATION:

Contact Person:	
Business Name:	
Phone Number:	Alternate Number:
Address:	
City:	Zip:
Email:	Website:
Tax ID #:	

BOOTH SPACE

Booth size is limited to 10x10. Describe your booth layout. Include activities and/or prizes you will offer.

FEES:

QTY	ITEM	COST
	Booth Fee (Fee includes tent.)	\$100
	Tables Needed	\$20
	Chairs Needed	\$5

Electricity Needed: yes no

Vendor Process, Arrival, Signage, and Refund Information

Application Process:

1. Complete and submit vendor application. DEADLINE: June 1
2. Applications will be evaluated.
3. Acceptance notifications emailed no later than June 5.
4. Payment and copy of Certificate of Insurance. DEADLINE: June 20

Arrival & Parking

- Vendors may arrive starting at 1 PM - an event layout with vendor check in and location will be provided to you the week before the event
- Park in the designated "VENDOR PARKING" located on the event layout (received the week before event)
- You must stay in your booth - no booths may be closed or "broken-down" prior to the event's fireworks show at 9:30 PM

Signage

- Vendors must provide their own signage.
- Signs must look professional.
- Handwritten signs are not allowed.

Refunds

Should the Vendor cancel for any reason more than 3 weeks prior to the event date, a full refund of all funds paid to the City of Coppell will be issued. Should the Vendor cancel for any reason less than 3 weeks prior to the event date (or if the vendor fails to show up at event), all funds paid to the City of Coppell will be forfeited by the Vendor. This process may be appealed in writing to the City of Coppell's Special Events Supervisor, stating the reasons for canceling (or not showing up) at the event, and must be submitted no later than one week (7 days) after the event date. All occurrences will be handled on a case-by-case basis.

WAIVER AND SIGNATURE:

WAIVER

I understand that there are risks involved in the programs/memberships which are sponsored by the City of Coppell Parks and Recreation Department. I accept full responsibility for any injury or accident to myself, spouse or any of my dependents. I hereby release, indemnify and hold harmless the City of Coppell, the Parks and Recreation department, their agents, officers, employees, contractors, instructors and any person acting on behalf of the city for any damages, causes of action of any kind whatsoever, statutory or otherwise, for personal injury, including death, property damage and lawsuits and judgments, including court costs, expenses and attorney fees, and all other expenses that might arise hereafter, directly or indirectly in connection with my participation or the participation of my spouse or dependents in any of the programs/memberships listed. I do hereby grant and give these groups the right to use my or my child's photograph or image with or without my or my child's name, both single and in conjunction with other persons or objects, for the purpose of advertising, private or public presentations, publicity, and promotion relating thereto.

Your typed signature indicates agreement to the waiver.

Typed Signature

Date

Please complete and submit application to Richard Duffy, Special Events:
email: rduffy@coppelltx.gov, fax: 972-462-5149, or mail to 255 Parkway Blvd., Coppell, TX 75019