

**Because of the early event hours (9am – 1pm), vendor set up is Friday, March 22, 2019.**

Service Dogs, Inc.'s  
20<sup>th</sup> Annual Mighty Texas Dog Walk

Downtown Austin – @ Austin American Statesman  
305 South Congress Ave.

Saturday, March 23, 2019 10:00 am  
Vendor Hours: 8:00 am – Noon

All professional vendors are invited to participate.  
Estimated attendance is 10,000+ dog lovers

## Vendor Application

Thousands of Dogs (and their people) have made this one of Austin's premier anchor events. If you and your Dog want to participate in the Mighty Texas Dog Walk, please go to [www.servicedogs.org](http://www.servicedogs.org) and click on the Dog Walk link.

**Please note: The Mighty Texas Dog Walk is owned and operated by Service Dogs, Inc.. Roadway Productions is coordinating some vendors and managing some aspects of the production.**

### VENDOR OPENINGS

**FOOD** – Three (3) food booth spaces are available to professional vendors. The food vendors must not conflict with established food vendor sponsors of the Mighty Texas Dog Walk. All menus and booths must be juried and all items must show good taste and taste good.

**ARTS & CRAFTS / MERCHANDISE** – Twenty-Five (25) booth spaces are available for arts and crafts. Roadway will accept handmade, as well as resale gift items. All items must be juried, be family appropriate, and show good taste.

**COMMERCIAL & BUSINESS SERVICES** – Forty (40) booth spaces are available for commercial businesses or services. Commercial vendors are defined as widely available products and services.

Regardless of previous event participation, all vendors must be juried by Service Dogs, Inc. Roadway Productions reserves the right to limit similar vendors in all categories to insure variety and prevent undue competition.

### APPLICATION SCHEDULE AND DEADLINES

- **March 1, 2019: cancellation deadline.** No refunds or transfers on cancellations after March 1, 2018. \$35 cancellation fee.
- **March 9, 2019:** Deadline to get a health permit.
- **March 9, 2019:** Last day to submit application. No excuses, no whining.

### SHOW SCHEDULE (Subject to change)

Set up Fri. Friday March 22, 2019 2 pm – 7 pm

**Overnight Fri March 22, 2019:** You may leave your display set up within the event area as long as it is secured against weather and intruders. We do have a security team, but we are not responsible for damage to your property.

**Booth preparation Sat. March 23, 2018** .....6:00 am – 8:00 am

All vehicles must be off the site by 8:00 am on Saturday, March 23. No vehicles allowed inside the festival area during operating hours.

**Vendor Exhibition hours** .....8 am – Noon

**Dog Walk** ..... 10 am

**Tear down** .....1pm – 3pm

Security will determine when it's safe to drive into the area for load out. You may not tear down or dolly your items out before 1 pm. All equipment must be gone by 3:00 pm on Sat., March 5, 2017.

### BOOTH SPACES

- Approximately 3 (10x20) booth spaces are available for food, 25 (10x10) booth locations are available for merchandise, and 40 (10x10) booth spaces are available for commercial businesses and services.
- All booth displays and merchandise must be juried and approved by Service Dogs, Inc..
- Similar items will be limited to ensure variety and undue competition.
- Most booths are located on a grass or dirt surface.
- You must stay entirely within your space. Trailers, including the tongue and awnings, must fit within the space. **No exceptions!**
- All booths spaces are assigned in order received, allowing for proper distance between similar items.
- Power requirements, especially for food booths, determine on-site locations.

## RULES FOR ALL VENDORS

- All booth displays and merchandise must be juried and approved. Photos required w/application. No event merchandising (T-shirts, etc.)
- All items must show good taste, taste good, and be family appropriate.
- **All deposits and fees must be paid prior to the event.** Your check will only be cashed upon acceptance. If you are not accepted, your check will be returned to you or destroyed.
- Display or set-up equipment, such as tables, chairs and tents are not available but we can help you find them.
- Your booth must be kept clean and orderly at all times.
- Your booth must be open & staffed the entire time.
- Personnel must be clean and appropriately attired at all times.
- No pets in food booths at anytime and no workers under age 14.
- You are responsible for clean-up of your space during and after the show.
- Any color pop-up tents are acceptable; strung up tarps are not.
- Booth locations are first come first served. We cannot guarantee a specific location or type of booth (i.e. corner).
- The perimeters of your booth must be entirely defined. If using tables, they must be draped or decorated. Boxes, storage containers or trash must not be visible to the public.
- Vendors are encouraged to decorate their booths appropriately for the event and to help advertise its merchandise.
- Floor coverings are mandatory in all food booths and recommended in all other booths. This applies to all surfaces, paved and not paved.
- All booths must display a sign or banner with your business name. Food booths must display a menu with prices.
- No glass allowed in the park.
- No open flames are allowed under tents.
- No propane gas under or attached to serving tent.
- No nails, spikes, or fastening devices can be driven into grass or pavement.
- All booths and/or vehicles must be removed by 3:00 pm on March 4, 2017.
- Each booth is responsible for disposal of all trash generated by your operation. Failure to do so may result in a citation and exclusion from future events. You must carry your waste offsite for proper disposal. No dumping in the grounds, drains, creeks, woods, or adjacent area! If you leave anything behind, you will have to pay a removal fee and a fee for cleaning the area.
- You must have a Health Department Temporary Food Permit if you sell or sample any food or beverage. Your booth may be inspected by the Health Department prior to operating and during the event.

## ELECTRICITY

- Vendors receive (1) 20-amp outlet with your booth space **if Requested**.
- Food Vendors must submit a diagram and list their power requirements.
- All vendors using electricity need to bring at least 100 feet of heavy-duty extension cord labeled with your name and a grounded surge protector.
- No personal generators may be used without prior event approval.
- Excess power fees will apply for arts & crafts vendors exceeding 20 amps and food vendors exceeding 40 amps.

## TAXES

- All Vendors are responsible for collecting & paying State Sales Tax. Austin sales tax is 8.25%. If you have any questions, contact the Texas Comptroller's Office at 1-800-252-5555 or check their website at [www.window.state.tx.us](http://www.window.state.tx.us).

## PARKING

- You will be issued (1) vehicle pass per booth that allows free vendor parking in a nearby TXDOT lot accessed from Riverside Dr..

## WEATHER

- This is an outdoor show and subject to the elements. **The SHOW GOES ON RAIN OR SHINE** but vendor and public safety is always our first concern.
- In the case of inclement weather, we will make every effort to continue; however, any decision to postpone, delay or cancel a show would have to be made at the latest possible moment.
- Due to the complexities of the festival, rescheduling and refunds are not possible.

## HEALTH DEPARTMENT INFO FOR FOOD VENDORS

- You are required to have an Austin / Travis County Health Department Temporary Food Permit to sell or sample any food or beverage.
- Roadway staff will apply for the permit on your behalf and give it to you before the event starts on March 23, 2019.
- You must abide by the rules of the Austin / Travis County Health Department Code for Temporary Food Establishments. The acknowledgement page of the document must be completed and returned with your application and fees. Contact us right away if you need this document.
- **Health department documents cannot be accepted and permits will not be issued after March 9, 2019.** If you do not turn in forms in time, you cannot setup at the event.
- Your booth may be inspected by the Health Department prior to operating and during the event. It is your responsibility to read and follow the Health Department guidelines. The Health Department Inspectors have the final word.

## CANCELLATION AND REFUNDS

- The cancellation deadline is March 1, 2019. Absolutely NO REFUNDS or TRANSFERS after the cancellation deadline.
- Any approved refunds will be issued immediately upon approval.
- There is a \$35 cancellation fee for all approved refunds.
- All cancellation requests must be in writing.

## CONTACT INFORMATION

- All communications will be e-mailed. You may send a self-addressed stamped envelope if you want written communication.
- Booth map, vehicle pass, and set-up instructions will be emailed to the address on your application about 1 week before the event.
- Prior acceptance to a Roadway show does not guarantee your acceptance into the Mighty Texas Dog Walk.
- More info: [www.servicedogs.org](http://www.servicedogs.org) or [www.roadwayevents.com](http://www.roadwayevents.com)

# Service Dogs, Inc.’ 19th Annual Mighty Texas Dog Walk Auditorium Shores, Austin, TX, March 23, 2019

Please Print!

Your Name: \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Area Code & Phone \_\_\_\_\_  
 Cell/alternate phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Website \_\_\_\_\_  
 Driver’s License # / State \_\_\_\_\_  
 Texas Sales Tax # \_\_\_\_\_

### Photos (Please ✓ check )

*This is a juried show. Your application can’t be processed without photos of everything you want to sell or display in your booth, plus your booth set-up.*

- Enclosed (include self addressed stamped envelope if you want them returned)
- Will Email (Send 300dpi images to [vendor@roadwayevents.com](mailto:vendor@roadwayevents.com). Attach photos as JPG files. Attach up to 8 photos per email, but send as many separate emails as necessary.)

- Event hours are 10am – 1pm. Your booth must be open and staffed the entire time.
- All booths are located on a grass or dirt surface.
- Ask us about special electrical needs in advance. Silent generators OK.

FOR OFFICE USE ONLY	Contacted:	Reg #	Booth #
Pmt Amt:	Ck# or CC#:		Dt Dep:

## VENDOR Application - Please Read Carefully Check ✓ your booth preferences

### Food and Drink Vendors

- 10’ x 20’ booth. **\$300**
- Health Permit \$98\* (Required to sample ANY food/drink) \*this fee has recently been increased by the City of Austin  
**YOU DO NOT NEED A HEALTH PERMIT IF YOU HAVE AN UNRESTRICTED MOBILE FOOD PERMIT IN THE CITY OF AUSTIN**

### Arts & Crafts, Merchandise, Facepainters, etc.

- Single 10’ x 10’ \$100 (Flat fee, no percentage)
- Double 10’ x 20’ \$180 (Flat fee, no percentage)
- Health Permit \$114 (Required to sample ANY food/drink)

### Commercial Business Products & Services

- Single 10’ x 10’ \$500 (Flat fee, no percentage)
- Health Permit \$114 (Required to sample ANY food/drink)

**Cancellation deadline is March 1, 2019.** No refunds or transfers on cancellations after March 1, 2019. Deadline to get a health permit is March 9, 2019. No applications accepted after March 9, 2019. No excuses, no whining. \$25 returned check fee and \$35 cancellation fee. If you do not turn in health department form, you will not be able to set up.

**TOTAL AMOUNT ENCLOSED: \$ \_\_\_\_\_**  
*Forms of Payment Accepted: Check, Money Order*

Make Checks Payable to **Roadway Productions**. Please contact our office if you wish to pay by credit card. Please note that there is a \$10 convenience fee added to all credit card transactions.

**Send Applications to:**  
Roadway Productions  
PO Box 455  
Manchaca, TX 78652

**Contact info:**  
Phone: 512-441-9015  
Email: [vendor@roadwayevents.com](mailto:vendor@roadwayevents.com)

## Vendor Merchandise / Menu Disclosure

Please List Each Item to be Sold  
(use additional sheets if necessary)

Price


## Vendor Technical Information

**FOOD & DRINK Vendors:** *Please list your power requirements below and draw a simple overhead view of your booth. Indicate serving direction. If trailer, show hitch, serving window, and length / width. (There will be an additional charge for power needs exceeding 40 amps.)*

**ARTS & CRAFTS Vendors:** Please list any special electrical or power requirements below. (There will be an additional charge for power needs exceeding 20 amps.)

**ALL Vendors:** Please tell us if you need special accommodations or require handicap access.

## YOUR BOOTH / TRUCK /TRAILER SET-UP &/OR POWER NEEDS:

## MIGHTY TEXAS DOG WALK ACKNOWLEDGMENT & RELEASE

- I understand that during my participation in the MIGHTY TEXAS DOG WALK (EVENT), French N. Smith IV, Roadway Productions, and Service Dogs, Inc. (PROMOTERS) merely arrange for the exhibition and sale of items and assume NO responsibility for the supervision or safekeeping of the same. The exhibitor further agrees to hold blameless the EVENT and PROMOTERS from any claim, action, or demand by any person for expense or damage arising from the exhibition.
- I agree to keep, save and hold the EVENT and PROMOTERS harmless from any and all action, liabilities, damages, judgments, costs and expenses including reasonable attorney's fees, in the event an action is filed or does in any way accrue against the EVENT and PROMOTERS of consequence of this Agreement or for any act, negligence or omission of the Sponsor or the Sponsor's agents, employees, participants or volunteers, in relation to the event. In addition, I will be responsible for reimbursement to the EVENT and PROMOTERS whenever such claims and actions reach voluntary settlements rather than judgments. Subsequent full contribution shall be paid to the EVENT and PROMOTERS.
- I agree that EVENT and PROMOTERS may use any photos or images of me (or images submitted by me) for publicizing the event with no compensation.
- I acknowledge that I have read and understand the information contained in this application. I further understand and agree that failure to abide by the rules stated in this application can lead to immediate disqualification and/or expulsion from the Mighty Texas Dog Walk with no reimbursement or legal recourse whatsoever.

## AGREED AND ACCEPTED BY:

***MUST BE SIGNED!***

X \_\_\_\_\_  
Participant's Printed Name

X \_\_\_\_\_  
Signature Date

X \_\_\_\_\_  
Business Name

X \_\_\_\_\_  
Mailing Address

X \_\_\_\_\_  
City/State/Zip

X \_\_\_\_\_  
Area Code / Phone

X \_\_\_\_\_  
Email