



# Vendor Application

## River Legacy Fall Festival

10 AM - 7 PM • Saturday, October 5th  
River Legacy Nature Center & River Legacy Park

Please fill out and sign the Vendor Application. Submission does not guarantee placement. Final vendor approvals will receive a CONFIRMATION from River Legacy Nature Center.

For Profit  
Cost: \$350 for event  
Includes one 10 x 10 tent,  
one table and two chairs.  
Space is limited.

Food/Food Trucks  
Donation percentage \_\_\_\_\_.  
**Required**

Nonprofit Organizations  
Cost: FREE  
Includes one 10 x 10 tent,  
one table and two chairs.  
*Nonprofit vendors must  
provide an educational  
or giveaway activity.  
Selling of goods is not  
allowed.*

**All fees are non-refundable and support the fundraising and promotional efforts of  
River Legacy Fall Festival. No electricity provided.  
Thank you for your support of environmental education!**

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

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email \_\_\_\_\_

Vendor/Activity Description \_\_\_\_\_

**READ ALL POLICIES AND PROCEDURES ON BACK PAGE AND SIGN APPLICATION.**

Please Mail or Send Completed Application to:  
Leanne Haynes, Special Events Manager  
River Legacy Nature Center  
703 NW Green Oaks Blvd. Arlington, TX 76006  
Via E-mail: [leanne@riverlegacy.org](mailto:leanne@riverlegacy.org)

If you have any questions about the application or event, please email  
[leanne@riverlegacy.org](mailto:leanne@riverlegacy.org) or call 817.860.6752, ext. 119.



# Vendor Policies & Procedures

Vendors **MUST AGREE** to the following terms for your application to be completed:

## VEHICLE REGULATIONS:

- No Vehicles permitted on site while event is in progress at any time. All vehicles must leave the site no later than 30 minutes prior to the start of the event and cannot return until 30 minutes after the end of event. No vehicles will be allowed on the event grounds during the event hours without prior permission from the event organizer.
- Parking for all vendors and volunteers will be available. Location details will be provided closer to the event date.
- Maximum time vehicle allowed on-site will be 30 minutes. Vendor is responsible for all off-site parking. No passes will be issued for parking.

## LOAD IN/LOAD OUT:

- Load in and set up time for the event is from 12 pm to 5:00 pm Friday, Oct. 4 or 7am to 9 am Saturday, Oct. 5. Load out time is from 7:30 pm to 8:00 pm Saturday evening.
- Keep booth display intact until the end of the event (7pm).
- Vendors must keep their area presentable during the event and clean their area completely before leaving.
- Any giveaways or coupons given out during the event must be cleared with the Event Manager before the event.

## VENDORS EQUIPMENT:

Unless otherwise indicated by the event organizer, the vendor is responsible for providing:

- Electricity (Ex: generators) & Interior tent lights
- Booth signage & decorations. Acceptable signage noted below:
  1. An imprinted table skirt or banner to attach to the front of the table.
  2. Free standing signage placed next to, behind or on the table. TALL SIGNAGE is beneficial. Signage attached to tent is prohibited.

## PROFESSIONAL CONDUCT AND CONCESSION APPEARANCE:

- No activities in violation of federal, state, or local laws shall be permitted on the premises, and shall be the responsibility of the Vendor to enforce this provision.
- Soliciting outside of predetermined tent space is prohibited.

## LICENSE, PERMITS, TAXES, FEES:

- All Food Truck and Retail vendors must obtain, at their own cost, license or permits as required by law, and shall pay all taxes, fees and charges prescribed by Federal, State and local laws, ordinances and regulations in connection with Vendor's use of the premises.

## RIVER LEGACY NOT LIABLE FOR LOSS OR DAMAGE:

- River Legacy Living Science Center / River Legacy Foundation shall not be liable for any loss or damage to machinery, equipment, merchandise, booths, stands, exhibit materials or any other property of the Vendor's agents, employees, patrons, or guests, caused by theft, riots, strikes, civil commotion, fire, acts of God or any other cause of whatever kind of nature. All guidelines set forth by Tarrant County health must be followed.

By my signature below, I promise the following:

1. That I have read, understand, and agree to the terms contained in these Policies and Procedures and the attached application.
2. That if I am signing as a representative of an organization or business, I have the authority to bind that organization or business to all of these contractual terms and obligations; and
3. That all of the information I have provided in this Application is true, correct and complete.

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