



## 2<sup>ND</sup> ANNUAL CROSS ROADS FOUNDER'S DAY

### Event Information:

- What: Town of Cross Roads 2<sup>nd</sup> Annual Founder's Day
- Where: 8400 Fishtrap Road, Cross Road, Texas 76227
- **When: Saturday, September 21, 2024, Time TBD**
- Website: [www.crossroadsfoundersday.com](http://www.crossroadsfoundersday.com)

### Vendor Application Information:

- We reserve the right not to duplicate businesses promoting the same product or service. Space is reserved on a first-come, first-served basis. Cancellations must be submitted via email no less than 21 days prior to the event to qualify for a refund.
- All fees must be paid at the time you submit your application. Once your application is approved, it will serve as your contractual agreement to participate in the Founders Day event.
- A temporary health permit is required for all food vendors. Permits are provided by the Town of Cross Roads.
- It is the responsibility of the vendor to collect and report sales tax from the event in the name of the taxing authority of the Town of Cross Roads. As applicable, Vendors are required to have a Texas State Sales and Use Tax Permit clearly showing their tax ID number posted in the booth at all times.
- This event occurs rain or shine! Please be prepared.
- **Application deadline is August 29, 2024, by 12:00 pm.**

### Setup Information:

- Food Vendor Set-Up Time: Food vendors must be completely set up and ready for an inspection at least one hour prior to the event.
- Non-Food Vendor set up is Saturday, September 21<sup>st</sup> and must be complete at least 15 minutes prior to the event start time. The Town will not be responsible for missing or stolen items. If you have a large vehicle or trailer to maneuver, please plan on arriving early. Details will be provided for Vendor Parking at a later date.
- Electricity is extremely limited and may only be available for food vendors.
- All materials must fit in the assigned vendor space.
- Vendors are responsible for bringing tables, chairs, tents, extension cords, etc.
- Only whisper generators are allowed. The Town reserves the right to turn off a generator if it is deemed too loud. Battery powered lanterns are recommended.
- All food vendors must clearly display temporary health checklist (which will be passed out the day of the event by the health inspector).
- Booths are located inside a covered, open air arena on a dirt surface. Prepare accordingly.
- Booths must have at least one person present at all times.
- Vendors must operate their booth until the end of the event and cannot tear down early.
- **Vendors are responsible for leaving their area in the condition that it was originally received, i.e. removal of all debris such as boxes and trash.**

### Contact Information:

**Donna Butler**, [events@crossroadstx.gov](mailto:events@crossroadstx.gov)

Town of Cross Roads  
3201 US 380, Suite 105  
Cross Roads, TX 76227  
940-365-9693

**Business Hours: Monday – Thursday; 8:30 am – 5:00 pm**

# 2024 Vendor Application



Organization/Business: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Website/Facebook: \_\_\_\_\_  
Email: \_\_\_\_\_

## Booth Space:

- \_\_\_\_\_ 10' x 10' Non-Profit Space – Limited to 5 Non-Profit Vendors (no electricity) @ **\$30**
- \_\_\_\_\_ 10' x 10' space(s) without electricity @ **\$50** for a total of \$ \_\_\_\_\_
- \_\_\_\_\_ 10' x 10' space(s) with electricity (120V/30A) @ **\$80** for a total of \$ \_\_\_\_\_
- \_\_\_\_\_ 20' x 14' food truck space(s) without electricity @ **\$150** for a total of \$ \_\_\_\_\_ \*
- \_\_\_\_\_ 20' x 14' food truck space(s) with electricity (120V/30A) @ **\$180** for a total of \$ \_\_\_\_\_ \*

\*Temporary food permit required

Texas State Sales and Use Tax Permit Number (if applicable): \_\_\_\_\_

Name on Permit: \_\_\_\_\_

Of the Categories listed below, please check the one that describes your product.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Candles or Crafts   | <input type="checkbox"/> Mixed Media       | <input type="checkbox"/> Prepared Foods |
| <input type="checkbox"/> Children's Products | <input type="checkbox"/> Painting          | <input type="checkbox"/> Wearable Fiber |
| <input type="checkbox"/> Fiber/Baskets       | <input type="checkbox"/> Pet Supplies      | <input type="checkbox"/> Wood           |
| <input type="checkbox"/> Jewelry             | <input type="checkbox"/> Photography       | <input type="checkbox"/> Other _____    |
| <input type="checkbox"/> Leather             |  |   |
| <input type="checkbox"/> Metal               | <input type="checkbox"/> Pottery/Sculpture |   |

Description of products/services being sold/promoted:  
\_\_\_\_\_  
\_\_\_\_\_

Raffle Item: \_\_\_\_\_ Price: \_\_\_\_\_

**\*\* PLEASE READ APPLICATION THOROUGHLY. CHANGES WILL NOT BE ACCEPTED AUGUST 29, 2024. \*\***

Submit application and payment to Town of Cross Roads, 3201 US 380, STE 105, Cross Roads, TX 76227. Receipt of application & payment will be confirmed via email. If paying by check or money order, please make payable to Town of Cross Roads. Cash must be paid in person. **Application deadline is August 29, 2024 by 12:00 pm.**

## FOR OFFICE USE ONLY

Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_  
Date: \_\_\_\_\_ Notes: \_\_\_\_\_  
Approved: \_\_\_\_\_ (Space # \_\_\_\_\_) Denied: \_\_\_\_\_