



Event Information:

- What: Town of Cross Roads Founder's Day – 50th Birthday Celebration!
- Where: 8400 Fishtrap Road, Cross Road, Texas 76227
- **When: Saturday, September 16, 2023, 3:00 pm – 9:00 pm**
- Website: 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 11, 2023, by 12:00 pm.**

Setup Information:

- Food Vendor Set-Up Time: 9:30 am – 11:00 am
- Non-Food Vendor set up is Saturday, September 16th from 11:30 am – 2:45 pm. Set up must be complete by 2:45 pm. 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 up until 9:00 and cannot tear down until then.
- **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

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



2023 Vendor Application

Organization/Business: _____

Contact Person: _____

Address: _____ Town: _____ State: _____ Zip: _____

Phone Number: _____ Website/Facebook: _____

Email: _____

Booth Space:

_____ 10' x 10' \$50 Non-Profit Space – Limited to 10 Non-Profit Vendors

_____ 10' x 10' \$60 \$10 discount for Cross Roads Residents & Businesses

_____ 10' x 20' \$120 \$20 discount for Cross Roads Residents & Businesses

Electricity is available on a first come, first serve basis for an additional \$25.

Do you require electricity: _____ Yes _____ No

If yes, specify how many of each type of plug (110 volt or 220 volt) and how many amps you will be pulling from each:

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

Name on Permit: _____

Description of products/services being sold/promoted:

**** PLEASE READ APPLICATION THOROUGHLY. CHANGES WILL NOT BE ACCEPTED AUGUST 14, 2023. ****

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 11, 2023 by 12:00 pm.**

FOR OFFICE USE ONLY

Received: _____ Amount Paid: _____ Receipt Number: _____

Date: _____ Notes: _____

Approved: _____ (Space # _____) Denied: _____