



MERRY MAIN STREET

Saturday, December 3, 2016

5:00 p.m. - 9:00 p.m.

Simpson Plaza at City Hall
6101 Frisco Square Blvd.

The City of Frisco Parks & Recreation Department, along with Santa Claus, invite you to join us as we ring in the holiday season with our 26th Annual Merry Main Street. An average of 15,000 people attend Merry Main Street each year, and we expect the event to grow even larger this year.

Merry Main Street is our longest running special event and is a wonderful way to reach out to our citizens. The City of Frisco and its sponsors, local businesses and non-profit organizations join together to host this free holiday celebration. We invite both non-profit and for-profit organizations to participate in this event. Many organizations look forward to Merry Main Street as one of their largest fundraising opportunities each year.

We are excited to work with you and your organization to make this year's Merry Main Street the best yet, and we thank you in advance for your support! Feel free to contact us with any questions or concerns.

Application Deadline:

Applications are due by **5:00 p.m., Wednesday, November 2, 2016.**
No refunds or cancellations will be allowed after the November 2 deadline.

Vendor Selection:

Completion of this application does not guarantee booth space for Merry Main Street. The City of Frisco will select vendors on a first-come, first-served basis provided the applicant meets all the rules, regulations and requirements. In order to provide a wide variety of products and services to Frisco and its citizens to enjoy, **the City reserves the right to limit the number and types of products and services offered. Please note the City of Frisco has the exclusive right to select the Santa Claus for the event who shall be the sole Santa Claus at the event.** The City of Frisco reserves the right to revoke a vendor's booth space, or refuse to grant booth space should any vendor not meet and continue to comply with any and all rules, regulations and/or requirements of the event without recourse by the vendor and shall not be held liable to anyone for this action.

Types of products to be offered:

- Coffee and/or Hot Chocolate, Apple Cider, other Hot Drinks
- Cold Drinks
- Hot Food - Turkey Legs, Brisket, Pizza, etc.
- Sweets
- Holiday Activity
- Holiday Gift Sales
- Angel Tree/Toys for Tots
- Artisans and Crafters
(must submit a photo of items to be sold)

Kari Castro, Special Events Supervisor
972-292-6628, KCastro@FriscoTexas.gov

Alysha Carse, Special Events Programmer
972-292-6522, ACarse@FriscoTexas.gov



PARKS & RECREATION
DEPARTMENT

Booth Assignments:

The City of Frisco will randomly assign vendor booth space including, but not limited to, corner and end locations.

Event Hours and Set-up/Tear Down Schedule:

Set-up must be completed between 1:00 p.m. - 4:00 p.m. on the day of the Event. All vehicles must be removed from the event site by 3:00 p.m. on the day of the event and parked in permitted areas only. Teardown of each vendor booth space must be completed between 9:00 p.m. - 10:00 p.m. on the day of the event. Vehicles will not be allowed back into the event until police and the City of Frisco clear the streets.

Cost:

All booths include one (1) 10'x10' space, one (1) 6' table with plastic cover, two (2) chairs, one (1) quad box (4 outlets, 110 volt, 20 amp) and two (2) parking passes. If more electricity is needed, please specify. Additional fees apply (see below). Booth reservations and payments must be made by **5:00 p.m., Wednesday, November 2, 2016.**

- \$125 501(c)3 Non-Profit Organizations (crafts, activities, food, drinks, etc.)
- \$225 Artisan and Craft Vendors
- \$300 Business Vendor (must have holiday activity or giveaway)
- \$400 Food Vendor (food/beverages only)
- \$50 Temporary Health Permit
(A permit is required for all booths serving food and/or drinks.) Please send a separate check. Fee waived for 501(c)3 organizations.

- \$50 Additional Quad Box (4 outlets, 110 volt, 20 amp)
- \$50 Single Outlet (220 volt, 30 amp)
- \$90 Single Outlet (220 volt, 60 amp)
- \$140 Single Outlet (220 volt, 100 amp)

ITEMS BELOW MAY NOT BE ADDED AFTER THE NOVEMBER 2 DEADLINE:

- \$200 Optional 10'x10' Tent with Light
- \$200 Additional 10'x10' space (food vendors only)
- \$15 Additional 6' table with plastic cover
- \$5 Additional chair (each)

Payment:

Check or money order must be payable to: City of Frisco. A \$35 service fee will be charged on all returned checks and result in cancellation of your booth space.

Vendor Meeting:

There will be a mandatory vendor meeting on **Thursday, November 17 at 6:00 p.m.** at the Senior Center at Frisco Square, 6670 Moore Street, Frisco, Texas 75034. At this meeting, vendors will receive information packets which will include health permits, site maps, parking passes and other valuable information.

Vendor Checklist:

- Completed Vendor Application (located on the back page of this brochure)
- Booth and Additional Electricity (if applicable) Fees
- Signed Vendor Agreement
- Certificate of Insurance (required for all booths with food, drinks or interactive activities)
- Temporary Health Permit and payment (required for all those serving food and/or drinks. Please send a separate check).



26TH ANNUAL MERRY MAIN STREET

Vendor Application 2016

Completed applications with payment must be physically received at the address below **no earlier than 8:00 a.m., Monday, August 8 and no later than 5:00 p.m., November 2, 2016.** Applications may be dropped off or mailed to:

**Frisco Athletic Center
Attn: Special Events - Merry Main Street
5828 Nancy Jane Lane
Frisco, Texas 75035**

No refunds or cancellations will be allowed after the **November 2, 2016** deadline. The City of Frisco reserves the right to cancel any vendor for any reason, without penalty to the City of Frisco. Vendor space is limited.

All booths include one (1) 10'x10' space, one (1) 6' table with cover, two (2) chairs, one (1) quad box (4 outlets, 110 volt, 20 amp) and two (2) parking passes.

Please check appropriate box(es):

- | | | | |
|------------------------------------------------------------|-------|-----------------------------------------------------------------------|---------|
| <input type="checkbox"/> 501(c)3 Non-Profit Organization | \$125 | <input type="checkbox"/> Additional 10'x10' Tent with Light | \$200 |
| <input type="checkbox"/> Artisan and Craft Vendors | \$225 | <input type="checkbox"/> Additional 10'x10' Space (food vendors only) | \$200 |
| <input type="checkbox"/> Business Vendor | \$300 | <input type="checkbox"/> Additional 6' Table with Cover | \$15 |
| <input type="checkbox"/> Food Vendor (food/beverages only) | \$400 | <input type="checkbox"/> Additional Chairs (each) | \$5 |
| <input type="checkbox"/> Temporary Health Permit | \$50 | <input type="checkbox"/> Additional Quad Box | \$50 |
| | | <input type="checkbox"/> Additional 220 Volt Amp (specify amp) | \$_____ |

NAME OF ORGANIZATION: _____

CONTACT: _____

ADDRESS: _____

EMAIL ADDRESS: _____

BUSINESS PHONE: _____ **MOBILE PHONE:** _____

WEBSITE: _____

The goal of Merry Main Street concessions is to provide a variety of food choices to attendees. Therefore, the number of vendors offering the same food/beverage/activities will be limited. Please provide a list of food/beverage/activities you will offer and their respective cost(s):

ITEM:	PRICE:	ITEM:	PRICE:
1. _____	_____	5. _____	_____
2. _____	_____	6. _____	_____
3. _____	_____	7. _____	_____
4. _____	_____	8. _____	_____

Additionally, another goal of Merry Main Street is to provide a variety of engaging, family-friendly crafts and activities. Therefore, the number of vendors offering the same crafts/activities will be limited. Please provide a detailed description of the crafts/activities, including whether the crafts/activities are interactive with attendees. Unless an attendee is receiving goods or merchandise, no fee may be charged by the vendor. Food vendors must submit pricing for all items in advance. Prices must be clearly visible onsite. Food vendors must submit photo of set up with dimensions including any vehicles, carts, etc. prior to deadline.