



Dear Prospective Vendor,

Thank you for your interest in participating in the annual Boys' Haven Crawfish Festival! Boys' Haven of America, Inc. is a non-profit organization, dedicated to a mission to provide a safe haven where at risk boys are influenced and inspired to become responsible, independent men dedicated to family and community.

This is our largest fundraising event each year and your participation can help us greatly in accomplishing these goals.

This years' event will be held on Saturday, May 6<sup>th</sup> at the Beaumont Event Center – Great Lawn from 10am to 6pm.

Aside from boiled crawfish and awesome live music, we are looking for strategic vendor partners to join our cause and make our event the absolute best family experience for our community.

Enclosed is our Vendor Policy Statement and Application. Once approved, an email will be sent to the address on the application requesting payment to be returned within 10 days.

We look forward to having you participate as a vendor!

Sincerely,

***Deborah Smith***

Crawfish Festival Chairperson

## **Boys' Haven Crawfish Festival Vendor Policy Statement**

### **APPLICATION PROCEDURE**

- A. Applications can be obtained and submitted from the Boys' Haven Office at: PO Box 5815, Beaumont, TX 77726 or by email to: Nicole@boyshaven.com (Admin. Asst.)
- B. Once approved, the signed contract along with payment can only be submitted as cash, check, or Paypal.
- C. The Boys' Haven Crawfish Festival's intent is to have a complimentary selection of products and offerings that add to the overall patron experience.

### **GENERAL POLICIES**

- A. Any drawings or raffles must be previously approved by Festival Chairperson.
- B. All items to be sold or displayed must be "family appropriate". The Crawfish Festival Committee reserves the right to have any item not deemed appropriate removed from the view of the public.
- C. All food vendors are required to have a valid City of Beaumont Health Inspection and follow necessary safety practices.
- D. Great Lawn – The City of Beaumont does not allow any vehicle traffic on the lawn or spikes to be driven into the lawn.
- E. Booth space rental does not include any utilities – any electrical or water needs should be provided by Vendor.
- F. Boys' Haven is not responsible for loss or theft that may occur during this event.

### **SET UP / TEARDOWN**

- A. Vendor setup can begin at 7:00am on day of the event. Please make sure and bring carts, dollies or whatever means necessary to move products and supplies into space.
- B. All "pop-up" tents should be weighted down to protect patrons and other Vendors.
- C. All vendors should remain open for business until 6:00pm.

### **Boys' Haven Crawfish Festival Vendor Application**

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Spaces Desired: \_\_\_\_\_ Email: \_\_\_\_\_

List of Products to be sold: \_\_\_\_\_

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### **COSTS AND SPACE SIZES**

Booth Space	10' x 10'	\$250
Food Truck / Trailer Space	Please specify needs on application	\$250

Sign: \_\_\_\_\_ Date: \_\_\_\_\_