



MOO-LA
STEPHENVILLE
TEXAS **FEST**

ESTABLISHED 2019

VENDOR PACKET

JUNE 4TH & 5TH 2021



GO TEXAN.®

Selection Process

Along with your application, you must provide a set-up merchandise booth photo with your products. If you do not have a booth photo then three photos of your product will need to be submitted to Kelli Votypka prior to May 3, 2021. You can email her at kvotypka@stephenvilletx.gov. Vendor selection will occur within 10 business day of submitting your application. If you have not heard from staff after 10 business days, please contact Kat Lindley at klindley@stephenvilletx.gov or at 254-918-1295.

Booth Size, Assignment and Electricity

Vendors are required to provide their own white 10X10 tent, tables, chairs, and tent weights. No stakes will be allowed at the vendor site. Vendors must be set up for both days. Early closing or take down is not permitted unless unexpected weather, and at this point event staff will contact you.

There are limited spaces for electricity. Electricity can be purchased for an additional \$25. One outlet per vendor is allowed and guaranteed a standard 110 outlet. You must bring your own extension cords. We suggest you bring a minimum of a 75 foot cord if not more. Booth designation is based on the type and number of vendors participating in the event.

Set-Up

Event Coordinator will notify you 10 business days from the event with load-in instructions. Please bring carts, dollies, etc. to transfer your items to and from your booth location and vehicle. Once you have unloaded all your equipment and product, you will need to relocate your car to the designated vendor parking. There will be no guarantee volunteers or staff will be onsite to assist with set-up, please plan accordingly.

General Information

This is an outdoor event and are subject to weather changing conditions. No refunds will be issued for weather related cancellations or delays. If you no longer want to participate in the festival, you may request a refund no more than 45 days from the first day of the event. It is the responsibility of the vendor to collect and report sales tax from this event.

Vendors are required to have a TX State Sales and Use permit clearly showing the Tax ID# posted in the booth at all times.

[Any questions please](#)
[contact Kat Lindley at klindley@stephenvilletx.gov](mailto:klindley@stephenvilletx.gov)
[or 254-918-1291.](tel:254-918-1291)

Business Name: _____
Contact Name: _____
Phone: _____
Address: _____
City, State, Zip: _____
Email: _____
Website: _____
Brief Description of Product: _____



FOOD

_____ \$75.00 each - without Electricity
or
_____ \$100.00 each - 10x10 space with 110 volts/20amps of
Electricity

Please fill out the City of Stephenville

Temporary Food Permit

Once completed you can email to Kat or mail in with
registration packet.

Day Of inspection requirements

1. 5lb fire extinguisher at a minimum, with a current inspection.
2. No extension cords are used for permanent wiring.
3. Vent hood for any grease-laden vapors, with a current inspection and cleaned.
4. Any flammable fuel sources have proper shut-offs and are easily accessible.

Amount Due: _\$ _____

AGREEMENT: I agree to follow and comply with the rules and guidelines
specified in any documents concerning Moo-la Fest.

Further, I understand that the City of Stephenville is not responsible for any
damage or loss of any property before, during or after the event. I agree to
abide by the regulations set forth above and assume complete responsibility
for installing and handling my exhibit.

Signature: _____ Date: _____

Email your Application to klindly@stephenvilletx.gov

Mail to:

Stephenville Parks &
Recreation
378 W. Long St.
Stephenville, TX 76401