



## Holiday Lights Parade

# Vendor Application and Agreement Form

Event date: Saturday, **December 12**, 2009 5pm – 9pm

Please fill out all highlighted areas and return.

Company Name:		
Mailing Address		
Phone:		
Fax:		
Email:		
Description of Product (Please attach photo; All vendors must be pre-approved)		
Method of Payment (check one)	Money Order	Check

Make checks payable to Arlington Christmas Parade; Send payment along with this form to:  
 Arlington Christmas Parade Inc., P.O. Box 725, Arlington, TX 76004  
 Attn: Vendor/Concessions Chair

### Requirements:

- Space is limited. All Vendor Booths must be set up, attended and open from 7 PM to 10 PM. Vendor may check in for setup starting at 4 PM on **Dec. 12**, 2009, with setup to be completed by 7 PM. No tables, chairs, etc. will be provided - Vendors are responsible for bringing all necessary items. Please keep your space attractive and professional (conceal ice chests, cans, boxes, etc.)
- Setup location will be at the direction of the Parade's Vendor Chair. There will be no rain date for this event.
- Photo of product and booth setup must be submitted for approval (for first time vendors.)
- Food/Beverage vendors are required to provide copies of permits from the City of Arlington Health Department along with a copy of liability insurance prior to setup.
- Vendors are responsible for leaving their site clean and trash free. ACPI will not be liable for stolen or lost merchandise or personal items.
- Electricity and water will not be provided unless otherwise discussed and approved by Event Director.
- In respect for the environment our goal is to make the parade a green event, please use recyclable/biodegradable products.

### Fee:

- **If approved, cost for a single space (10x10) will be \$75. The cost of a double space (10x20) will be \$125.**

### Contact Information:

Arlington Christmas Parade Inc.  
 P.O.Box 725  
 Arlington, TX 76004

Fax# 817-533-3424  
 Email: [info@holidaylightsparade.com](mailto:info@holidaylightsparade.com)  
 Website: [www.holidaylightsparade.com](http://www.holidaylightsparade.com)