

April 24 & 25, 2010

*Arts & Crafts • Business Expo • Great Food
Free Kids Activities • Lawn & Garden • Music & Entertainment • Free Trees*



Saturday, April 24
Sunday, April 25

9 a.m. – 8 p.m.
2 p.m. – 6 p.m.

Arts & Crafts:	Lloyd Marlowe	817-685-1650
Business Expo:	Linda Lux	817-685-1828
Food Concessions:	Tim Rolen	817-685-1663
Lawn & Garden:	Jerry Poteet	817-685-1449

**City of Euless City Hall Campus
201 N. Ector Drive
Euless, TX 76039**



TEXAS COMMUNITY FORESTRY AWARD OF
EXCELLENCE
2001

TEXAS FOREST SERVICE

BEST ARBOR DAY
CELEBRATION
IN AMERICA
1994, 2001

NATIONAL ARBOR DAY FOUNDATION

EXCELLENCE IN PROGRAMMING AWARD
1996, 2003

TEXAS RECREATION & PARK SOCIETY

BEST NEW EVENT - 2005

BEST NEW IDEA - 1986, 2003

BEST FESTIVAL BROCHURE - 1997, 2003

BEST VOLUNTEER PROGRAM - 2004, 2007, 2009

BEST EDUCATIONAL PROGRAM
2004, 2005, 2006, 2008, 2009

BEST NEWSPAPER ADVERTISEMENT
1998, 2005

BEST RADIO SPOT
1999, 2005

BEST COMPANY IMAGE PIECE - 2005

BEST NEW SPONSORSHIP IDEA
1998

BEST NEW SPONSORSHIP SOLICITATION
PACKAGE
1999

BEST NEW FUNDRAISING PROGRAM
2004

BEST ENVIRONMENTAL/ RECYCLING PROGRAM
1997 - 2004, 2007, 2008

BEST PROMOTIONAL POSTER
2003

BEST ORGANIZATIONAL PROGRAM
2008

BEST ORGANIZATIONAL NEWSLETTER
2009

BEST SPONSOR
2008

BEST COMMEMORATIVE T-SHIRT
2008

BEST CHILDREN'S PROGRAMMING
2008, 2009

TEXAS FESTIVAL & EVENTS ASSOCIATION

BEST ENVIRONMENTAL PROGRAM
1997, 2006, 2007

BEST EDUCATIONAL PROGRAM *ARBOR DAZE* TREE
GIVEAWAY
1997

BEST STREET BANNER
2004

BEST VOLUNTEER PROGRAM
2004

**INTERNATIONAL FESTIVAL & EVENTS
ASSOCIATION**

Dear Arbor Daze Partner:

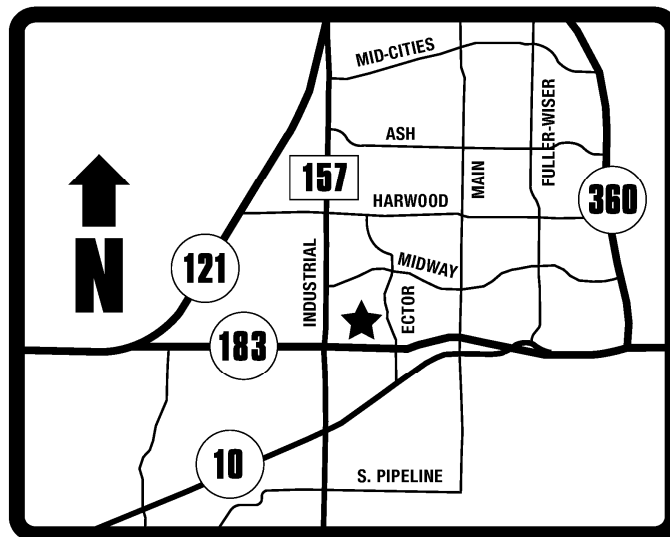
For twenty-two years the City of Eules has celebrated tree planting, preservation and recognition for urban and community forestry programs through our continued commitment to the National Arbor Day Foundation and Tree City USA programs. Arbor Daze, the showcase event for the City of Eules, is a celebration of friends, family, community, and of course trees. Arbor Daze 2010 will feature live entertainment, food concessions, arts, crafts and business booths, the award-winning Arbor Dazzling Kidz Zone, forestry demonstrations, lawn & garden demonstrations, and the legendary Arbor Daze free tree giveaway.

We hope you will join us as the "Ultimate Family Festival" celebrates its twenty-second year. We look forward to working with you!

Sincerely,

The City of Eules Arbor Daze Committee

Visit us on the Web at www.arbordaze.org



DIRECTIONS

From Dallas: Take S.H. 183 West, exit Main Street/Ector Drive, continue West on the frontage road to Ector Drive, then turn North on Ector Drive.

From Fort Worth: Take S.H. 183 East, exit Ector Drive, go North on Ector Drive.

**\$125 Booth Fee, 8' x 10' / \$175 Outside Corner Booth Fee, 8' x 10' / \$175 Middle Row, 10' x 16'
\$425 Middle Row, Corner Booth, 10' x 16'**

See page 4 for booth layout. ** There is NO ELECTRICITY provided in the arts & crafts booths

1. **No refunds will be given once participating vendors have been selected.**
2. No merchandise outside of designated booth space.
3. Security will be provided during non-event hours.
4. Unloading area will be designated and monitored.
5. Set up time: Friday, April 23, 12 – 8 p.m. Unloading will not be allowed on Saturday, April 24. Restocking will be allowed on Sunday, April 25, 10 a.m. – noon. Vehicles in violation will be ticketed and/or towed. Unloading pass must be displayed at **ALL** times. **NO VEHICLE WILL BE ALLOWED INTO THE SITE. ITEMS MUST BE UNLOADED IN DESIGNATED AREA.**
6. You will be required to supply your own chairs, tables, display boards, tarps for after hours security, etc.
7. Due to a limited number of booths, the *Arbor Daze* Vendor Selection Committee will select vendors from the applications received by March 19, 2010. Written description and pictures of items for sale and references are required with the application.
8. No resale items are permitted. (No manufactured items allowed)
9. No food sales, carnival games, face painting, or sand art vendors are permitted in the Arts & Crafts booths.
10. All drawings for prizes must be approved in advance by the *Arbor Daze* Vendor Selection Committee.
11. The *Arbor Daze* Committee reserves the right to request the removal of any items deemed to be illegal or in poor taste. Vendors considered to be in violation may be asked to leave the premises immediately.
12. The *Arbor Daze* Committee is not responsible for duplication of items among vendors.
13. All decisions made by the *Arbor Daze* Committee will be final.
14. The *Arbor Daze* Committee and the City of Euless are not responsible for any lost or stolen merchandise.
15. The City of Euless sales tax rate is 8.25%.
16. No tent fronts or backs will be provided for night security or weather. Only tent tops will be provided.
17. No alcohol or animals (except service animals) will be permitted on *Arbor Daze* grounds.
18. The *Arbor Daze* Committee reserves the right to exclude certain products, services or advertising to protect sponsorship agreements and endorsements.
19. *No animals will be sold.*
20. *No motorized vehicles will be ridden or sold. (Exception: assist chairs used by customers or vendors)*
21. *No wheeled vehicles will be ridden or sold; this includes but is not limited to skateboards or rollerblades. (Exception: wagons or strollers)*
22. *No edged weapons or martial arts type paraphernalia will be sold.*
23. *No item displaying obscene or objectionable pictures or words will be sold.*
24. *No fireworks will be sold.*
25. No tent walls between vendors.
26. *No distribution of political / campaigning material allowed outside of your designated booth area.*
27. *No roaming vendors allowed.*
28. Vendor parking passes with booth number **MUST** be displayed on vehicle at all times during the festival.
29. All vendors must park in designated vendor parking lot. Two parking passes per booth.
30. No RV parking is available or allowed.

Arts & Crafts Coordinator – Lloyd Marlowe

Phone: 817-685-1650 Fax: 817-685-1682

E-mail: Lmarlowe@eulesstx.gov

**Booth Layout
Arts & Crafts
(One Tent per area)**

#1 \$175	AISLE	#10 \$425		AISLE	#26 \$175
#2 \$125		#11 \$175	#12 \$175		#27 \$125
#3 \$125		#13 \$175	#14 \$175		#28 \$125
#4 \$125		#15 \$175	#16 \$175		#29 \$125
#5 \$125		#17 \$175	#18 \$175		#30 \$125
#6 \$125		#19 \$175	#20 \$175		#31 \$125
#7 \$125		#21 \$175	#22 \$175		#32 \$125
#8 \$125		#23 \$175	#24 \$175		#33 \$125
#9 \$175		#25 \$425			#34 \$175

- Outside booths are approximately 8' x 10'
- Booths #10 and #25 are approximately 10' x 16'
- Aisles are approximately 10' wide
- No electricity provided

**\$125 Booth Fee, 8' x 10' / \$175 Outside Corner Booth Fee, 8' x 10' / \$275 Middle Row, 10' x 16'
\$425 Middle Row, Corner Booth, 10' x 16'**

See page 6 for booth layout.

1. **No refunds will be given once participating vendors have been selected.**
2. No merchandise outside of designated booth space.
3. Security will be provided during non-event hours.
4. Unloading area will be designated and monitored.
5. Set up time: Friday, April 23, 12 – 8 p.m. Unloading will not be allowed on Saturday, April 24. Restocking will be allowed on Sunday, April 25, 10 a.m. – noon. Vehicles in violation will be ticketed and/or towed. Unloading pass must be displayed at **ALL** times. **NO VEHICLE WILL BE ALLOWED INTO THE SITE. ITEMS MUST BE UNLOADED IN DESIGNATED AREA.**
6. You will be required to supply your own chairs, tables, display boards, tarps for after-hours security, etc.
7. Due to a limited number of booths, the *Arbor Daze* Vendor Selection Committee will select vendors from the applications received by March 19, 2010. Written description and pictures of items for sale and references are required with the application.
8. Electricity is not available. Vendors **MAY NOT** bring their own generators.
9. No carnival games, face painting or sand art vendors are permitted in the Business Expo.
10. No food sales are permitted in the booths without consent of the Arbor Daze Vendor Selection Committee *prior* to the event. If the committee grants permission for food sales, the vendor will be required to provide a letter from his or her local health inspector stating that the food was prepared in a licensed kitchen.
11. All drawings for prizes must be approved in advance by the Arbor Daze Vendor Selection Committee.
12. The Arbor Daze Committee reserves the right to request the removal of any items deemed to be illegal or in poor taste. Vendors considered to be in violation may be asked to leave the premises immediately.
13. The Arbor Daze Committee is not responsible for duplication of items among vendors.
14. All decisions made by the Arbor Daze Committee will be final.
15. The Arbor Daze Committee and the City of Euless are not responsible for any lost or stolen merchandise.
16. The City of Euless sales tax rate is 8.25%.
17. No tent fronts or backs will be provided for night security or weather. Only tent tops will be provided.
18. No alcohol or animals (except service animals) will be permitted on Arbor Daze grounds.
19. The Arbor Daze Committee reserves the right to exclude certain products, services or advertising to protect sponsorship agreements and endorsements.
20. No animals will be sold.
21. No motorized vehicles will be ridden or sold. (Exception: assist chairs used by customers or vendors)
22. *No wheeled vehicles will be ridden or sold; this includes but is not limited to skateboards or rollerblades. (Exception: wagons or strollers)*
23. No edged weapons or martial arts type paraphernalia will be sold.
24. No item displaying obscene or objectionable pictures or words will be sold.
25. No fireworks will be sold.
26. *No distribution of political / campaigning material allowed outside of your designated booth area.*
27. *No roaming vendors allowed.*
28. Vendor parking passes with booth number **MUST** be displayed on vehicle at all times.
29. All vendors must park in designated vendor parking lot. Two parking passes per booth.
30. No RV parking is available or allowed.
31. *No electricity provided.*

Business Expo Coordinator – Linda Lux

Phone: 817-685-1828 Fax: 817-685-1478

E-mail: Llux@eulesstx.gov

**Booth Layout
Business Expo
(One Tent per area)**

#1 \$175	AISLE	#25 \$425	AISLE	#13 \$175
#2 \$125		#26 \$275		#14 \$125
#3 \$125		#27 \$275		#15 \$125
#4 \$125		#28 \$275		#16 \$125
#5 \$125		#29 \$275		#17 \$125
#6 \$125		#30 \$275		#18 \$125
#7 \$125		#31 \$275		#19 \$125
#8 \$125		#32 \$275		#20 \$125
#9 \$125		#33 \$275		#21 \$125
#10 \$125		#34 \$275		#22 \$125
#11 \$125		#35 \$275		#23 \$125
#12 \$175		#36 \$425		#24 \$175

- Outside booths are approximately 8' x 10'
- Inside booths are approximately 16' x 10'
- Aisles are approximately 14'
- No electricity provided

\$225 Booth Fee - Commercial, \$150 Booth Fee – Eules Community Non-Profit Organizations

1. **No refunds will be given.**
2. Free standing covered booth is approximately 10' x 10' with a serving counter. Trailers are accepted on a limited basis.
3. Electricity (*up to 20 amps, single phase, 120 volts*) is included at no charge. A \$150 charge will be assessed if additional power is needed (*up to an additional 20 amps, single phase, 120 volts and 240 volts*).
4. Security will be provided during non-event hours.
5. Unloading area will be designated and monitored.
6. Set up time: Friday, April 23, noon – 8 p.m. Unloading will not be allowed on Saturday, April 24. Restocking will be allowed on Sunday, April 25, 10 a.m. – noon. Vehicles in violation will be ticketed and/or towed. Unloading pass must be displayed at **ALL** times. **NO VEHICLE WILL BE ALLOWED INTO THE SITE. ITEMS MUST BE UNLOADED IN DESIGNATED AREA.**
7. You will be required to supply your own chairs, tables, display boards, tarps for after hours security, etc.
8. Booths and/or food items may not be shared with other vendors.
9. Vendor will be provided the exclusive right to sell specified food. The *Arbor Daze* Concession Committee reserves the right to choose between “like” food items and vendors.
10. Due to a limited number of available booths, the “*Arbor Daze*” Vendor Committee will select vendors from applications received by March 15, 2010. Pictures of items for sale and references required with application.
11. Price(s) and size(s) of your particular food item(s) must be approved by the *Arbor Daze* Concession Committee.
12. All changes in price and quantities of food *must* be approved by the *Arbor Daze* Concession Committee.
13. Wood flooring (*as required by the Health Department*) is provided by the *Arbor Daze* Concession Committee.
14. Booth must comply with all City and County Health Department regulations.
15. Vendors will be responsible for equipping their booths with a fire extinguisher. (*Minimum requirements: 5 lb. BC or ABC*) Vendors must also equip their booths with hand washing facilities in compliance with City and County Health Department regulations.
16. **Smoking is not allowed** in food booths.
17. Booths will be inspected by the Environmental Health Manager and the Fire Marshal between 7 to 9 a.m., Saturday, April 24.
18. Absolutely no one under the age of sixteen will be permitted in or behind the food concession booths (exceptions must be cleared by the Fire Marshal at 817-685-1659). Failure to comply will lead to suspension from the grounds.
19. The Health Department mandates that washing of equipment, cooking/serving vessels, pots, pans and the like must be done in **your** booth or **off** *Arbor Daze* premises entirely.
20. Vendors are allowed to operate only one booth (exceptions must be cleared through the *Arbor Daze* Committee).
21. All decisions made by the *Arbor Daze* Committee will be final.
22. The *Arbor Daze* Committee and The City of Eules are not responsible for any lost or stolen merchandise.
23. The City of Eules sales tax rate is 8.25%.
24. No tent fronts will be provided for night security or weather.
25. No alcohol or animals except service animals will be permitted on *Arbor Daze* grounds.
26. Any concessions trailers must be self contained and will require approval of the *Arbor Daze* Concession Committee.
27. *Arbor Daze* Committee reserves the right to exclude certain products, services or advertising to protect sponsorship agreements and endorsements.
28. *No motorized vehicles will be ridden or sold. (Exception: assist chairs used by customers or vendors)*
29. *No wheeled vehicles will be ridden or sold to include but not limited to skateboards or rollerblades. (Exception: wagons or strollers)*
30. *No item displaying obscene or objectionable pictures or words will be sold.*
31. *No distribution of political / campaigning material allowed from concession vendors.*
32. *No roaming vendors allowed.*
33. Vendor parking passes with booth number **MUST** be displayed on vehicle at all times during the festival.
34. All vendors must park in designated vendor parking lot.
35. No RV Parking is available.

Concession Coordinator – Tim Rolan

Phone: 817-685-1663 **Fax:** 817-685-1682

E-mail: trolan@eulesstx.gov

ARBOR DAZE 2010 APPLICATION FORM

Please check (✓) one of the boxes below.

- Arts & Crafts Business Exposition Food Concessions
- Other (Approval from Arbor Daze Committee Required)

ONE FORM NEEDED FOR EACH BOOTH REQUEST

GENERAL INFORMATION

Name of Business / Organization: _____

Contact Person: _____ Previous Vendor _____ yes _____ no

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (_____) _____ Evening Phone: (_____) _____

How Did You Learn About *Arbor Daze 2010*: _____

Email address: _____

ARTS & CRAFTS BOOTH

Description of items to be displayed / sold: _____

BUSINESS EXPOSITION

Description of items to be displayed: _____

FOOD CONCESSION BOOTH

Type and size of food item(s) to be sold and price(s) charged. Use additional paper if necessary. _____

I will use my own trailer (*mark yes or no*). _____ If *yes*, what is the size? _____

Electricity will be provided (*up to 20 amps, single phase 120 volts*). Will you need additional electricity? _____

If *yes*, please read *Arbor Daze* brochure under Concessions first then state what electricity you require: _____

REFERENCES

Please list three (3) references of other festivals or shows you have participated in: (List name and contact phone number)

1. _____
2. _____
3. _____

PLEASE SUBMIT FORM WITH PAYMENT

	UNIT PRICE	QUANTITY	SUBTOTAL
Arts & Crafts or Business Expo Booth	\$125		
Arts & Crafts or Business Expo Outside Corner Booth	\$175		
Arts & Crafts Middle Row Booth	\$175		
Business Expo Middle Row Booth	\$275		
Arts & Crafts or Business Expo Middle End Booth	\$425		
Food Concession Booth* (Euless Community Organization / Non-Profit)	\$150		
Food Concession Booth* (Commercial)	\$225		
Extra Electricity – Food Concessions Only	\$150		
Late Fee**(after April 1, 2010)	\$100		
*Deadline for food concession application and payment is March 15, 2010.	TOTAL		

**Deadline for Arts & Crafts and Business Expo application and payment is March 22, 2010. Applications received after March 22, 2010 will be accepted if space is still available. After April 1st all booth fees will require a \$100.00 late fee and must be paid by credit card, cashiers check or money order. No other form of payment will be accepted.

***Vendor will receive 2 Vendor parking passes with the purchase of a booth. **Additional passes will not be available.**

We accept Visa and MasterCard. To pay by Visa or MasterCard, please complete the following:

Visa MasterCard

Account #: _____ Expiration Date: _____

Signature: _____

Please make checks payable to City of Euless. Please do not send cash through the mail.

Security will be provided during the following hours:

8 p.m. Friday – 9 a.m. Saturday

8 p.m. Saturday – 2 p.m. Sunday

We hope this will aid in coordinating a safe event. However, the City of Euless is not responsible for any stolen, damaged, or lost products, materials, or supplies during your stay at *Arbor Daze 2010*. Please make plans accordingly.

RAIN POLICY: In the event that it should rain, management will make every reasonable effort to proceed with the event. If, due to inclement weather the festival grounds are deemed unsafe for staff, vendors and/or festival patrons, Arbor Daze reserves the right to cancel the event at its sole discretion and **NO REFUNDS** will be given.

RULES OF CONDUCT: All exhibitors are expected to conduct themselves in a professional manner, according to the rules of this agreement. Any unruly conduct, refusal to follow rules or use of foul language to festival patrons or personnel will be considered grounds for expulsion from the festival. Such exhibitor will not be invited to return to subsequent festivals.

I understand that no refunds will be given for any reason after my application is received and accepted.

I agree with the provisions provided to me in this packet.

Vendor Signature: _____
Vendor Signature

Mail completed form with payment to:

City of Euless
Arbor Daze 2010
 201 N. Ector Dr.
 Euless, Texas 76039-3595

<i>For Office Use Only</i>	
Date Rec'd:	_____
Receipt #:	_____
Rec'd by:	_____