



The City of Killeen Parks & Recreation Department Special Event Rules & Regulations

recreation@killeentexas.gov • 254-501-6390

1700 E Stan Schlueter Loop, Killeen, TX

GUIDELINES:

1. It is understood that the vendor will comply with all applicable local, state, and federal laws and failure to do so may result in immediate forfeiture of vendor status.
2. Upon approval, vendor acknowledges that they will be present at the event that they have signed up. If the vendor must be absent from an event, they must notify the Parks & Recreation staff via e-mail 4 business days before the event.
3. We do not offer exclusivity for any products or services, nor do we guarantee you will not be placed near a competitor. We will attempt to limit duplications as much as possible.

METHODS OF PAYMENT:

An online link will be emailed to the email provided on the online form. This email will also be our primary form of communication. Payment will be due within 5 days or immediately if the event is less than 5 days. No refunds will be provided.

LOCATION:

1. Set up maps will be e-mailed 2 business days before the event. Map will verify location of event, set up time, tear down time, and parking.
2. Entire set-up must fit in the designated 10'x10' space. Food trucks will need to fit inside their designated 10'x20' space. If additional space is required, multiple vendor spots may be purchased if available.
3. Spots are assigned on a first come first served basis, pending acceptance of the application. Vendors are not allowed to sub-let or share their space without the permission of Parks and Recreation Staff.
4. Waste disposal for items such as oil and grease will be the responsibility of the food establishment and will not be disposed of on City property.
5. Vendor must ensure that no trash or any other items are left behind, and space should be returned in the condition in which the space was found.
6. Booth request will be considered on a first come first served basis.

SET UP LOGISTICS:

1. Average booth space is 10'x10'. Vendors are responsible for all set-up and tear down needs including, but not limited to tables, chairs, shade devices, staffing, materials, lighting if needed, keeping area clean, disposing of trash, etc.
2. No vehicles are permitted in the event area thirty minutes prior to the event start, unless you are a food truck, or prior authorization has been given. Vendors must **IMMEDIATELY** unload and then move vehicle to a parking spot outside the event area.
3. Vendor tear down begins shortly after the event ends. Vendors must stay during the duration of the event and are asked to not leave early. Vehicles will be allowed in event area shortly after the event ends and once the crowd has cleared.
4. If you have a grill or sterno as part of your vendor set up, **you must always have a Class 2A-10 BC rated fire extinguisher on site and within reach of your booth during the event.** The fire extinguisher must

have current inspection and be fully charged. If you use fryers, a class K extinguisher will be required on site and within reach of your booth.

5. If vendor chooses to use a tent it must be clean and functioning. We prefer vendors to have a 10'x10' EzupTent or Zshade Tent (as long as it follows **Ordinance Sec.15-92** (which explains what is needed for the use of tents - [Search | Killeen, TX | Municode Library](#)) . Most accidents at events involve pop up tents. It is your job to minimize the risk. Tent must be weighted down. **NO EXCEPTIONS.** Tents must be **weighted down with at least 25 lbs. of weight per leg.** If you show up and do not have weights, you may not use a tent. (Gallon water jugs and single bricks are not safe. Professional grade tent weights including PVC pipe filled with concrete or tent weight sandbags are safe ways to weigh down tents. Strong gusts come up without warning at any time before, during or after the event. Tying tents to tables, coolers, or any other object that is not a weight provides tripping hazards and frequently does not provide adequate weight.) Vendor safety is just as important as event participant safety.

NOT ACCEPTABLE WEIGHTS



ACCEPTABLE



WEATHER POLICY:

Texas weather is extremely unpredictable, and we ask that vendors plan accordingly. The City of Killeen Parks & Recreation Department is not responsible for loss due to inclement weather. In case of inclement weather vendors will be asked to leave for safety. Due to the unpredictability of Mother Nature, there will be no refund of fees.

SECURITY:

Minimum event security is provided at our events. The City of Killeen Parks & Recreation Department is not responsible for the safety of the vendors or their property, employees, visitors, or customers from theft, disappearance, pilferage, injury, or damage; the responsibility lies solely with the vendor.

PROFESSIONAL CODE OF CONDUCT:

In the spirit of professionalism, participants shall:

1. Conduct themselves in a manner that represents the City of Killeen and the Parks & Recreation Department with honor, dignity, and respect.
2. Always demonstrate the qualities of civility and professionalism.
3. Not use vulgar, abusive, racist, sexist, demeaning or intimidating language at any time.
4. Support fellow vendors and staff in a positive manner.
5. Treat other vendors, staff and park customers with courtesy and respect always.

RESTRICTIONS:

No vendor will be allowed to do the following. Failure to comply will result in immediate forfeiture of permit(s):

1. Sell or distribute alcohol, unless authorized.
2. Leave a vehicle or cart unattended.
3. Park at a designated spot overnight.
4. **DRIVING ON PARK OR EVENT GROUNDS** during posted event time.
5. Smoking, vaping, chewing, or any tobacco products of any kind is permitted by vendors and/ or their agents at any time while in view of the patrons.
6. Have pets/live animals for sale or accompanied by vendors.
7. Sell or distribute items in glass containers.
8. Have fires except in barbecue grills and/or kettles.

VIOLATIONS:

Failure to provide proper notice of cancellation, arriving late, or leaving early for the event could result in the inability to vend at future events.

Operating without the proper permit, in violation with City of Killeen, or in violation of these guidelines may result in fines and/or additional penalties. The City of Killeen Parks and Recreation Department may revoke an application granted for any activity, which is found to be in violation of any ordinance, law, or conditions of approval. If the applicant is not ready to vend at the designated time, if vital vendors are not present, or if the applicant arrives in such a condition as to appear to a reasonable person to be incapable of vending in a reasonably acceptable manner, then the applicant shall be deemed to have violated these terms.

VENDOR INFORMATION

1. All vendors must submit a photo of their vendor setup in the online application.
2. Applications can take up to 10 business days to be approved. Upon approval vendors have 5 business days to submit payment for vendor fee.

VENDOR FEES:

The City of Killeen Parks & Recreation Department presents several annual special events that bring our community together. Through these events we strive to make a positive impact on citizens of all ages, building traditions and a sense of community with families, friends, and neighbors.

Vendors play an important role in these special events, allowing us to provide top-notch programming at little to no cost to our community. After the application is submitted online ([here](#))

PREFERRED

An online link will be emailed to the email provided on the online form. This email will also be our primary form of communication. Payment will be due within 5 days or immediately if the event is less than 5 days. No refunds will be provided.

Payments can also be sent by mail or made in person at the:

Checks Payable to: The City of Killeen
Family Recreation Center
1700-A E. Stan Schlueter Loop
Killeen, TX 76542
Monday - Friday, 8:00am - 5:00pm

VENDOR TYPES

SPECIALTY VENDOR

\$100 PER EVENT

Business that charges a fee for services offered at an event, i.e., face painting, professional photography, etc.

COMMERCIAL/BUSINESS VENDOR

\$100 PER EVENT

Commercial or homebased business that wishes to collect payment for memberships, advertise business services or sell product. Examples include but not limited to direct sales business, membership-based business (i.e. Sam's Club, fitness business, etc.), selling of resale items such as light up toys.

INDOOR/OUTDOOR FOOD VENDOR /OUTDOOR FOOD TRUCK

\$50 PER EVENT

Food based vendor that provides hot and ready to eat foods, cottage foods, or temperature-controlled foods inside a facility or out of a mobile food vending area such as a food truck.

CRAFT VENDOR

\$25 /PER EVENT

Arts and crafts vendor whose product are made by the owner or employees associated with the business. No resale items.

VALUE ADDED NON-PROFIT VENDOR

FREE PER EVENT

Local non-profit organization that offers a value-added activity/program to the event. Vendor may advertise information regarding the non-profit but cannot exchange money.