

# TRAIN & GRAIN FESTIVAL SAGINAW TX

October 21, 2023  
10AM - 4PM

## Food Vendor Packet







We are excited to invite you to participate in the 2023 Train & Grain Festival! This annual event brings together the entire community for a day of fun, food, and music. This year Train & Grain will be on October 21, 2023 from 10AM to 4PM, and we are excited to offer an opportunity for food vendors, like yourself, to participate in this event.

The Train & Grain Festival is a community event that brings together residents, visitors, and families for a day of fun and music. Last year's celebration had an estimated attendance of 2,500 people.

Due to the size and layout of the event area, there will be a limited number of food vendor spots available this year. The spots will be allocated on a first come first serve basis, but vendors must first turn-in a completed application, provide payment, and meet all requirements that are located on the next page.

If you have any questions feel free to contact us at [tgfestival@saginawtx.org](mailto:tgfestival@saginawtx.org) or at 817-230-0336.

Sincerely,

Train & Grain Committee





## **2023 Train & Grain Festival Food Vendor Registration Form and Requirements**

### **Description of the Event:**

- Outdoor family-friendly celebration in the parking lot of Saginaw High School, 800 N. Blue Mound Rd
- 10AM - 4PM, October 21, 2022

### **Food Vendor Booth Space:**

- \$150 Registration Fee
- Vendor must provide the dimensions/square footage they are requesting for their booth.

### **Vendor Requirements: Please read carefully**

- A completed food vendor application (next page). If possible, include photos of your menu.
- If you are NOT already registered as a food vendor with the City of Saginaw, you will need to do the following:
  - Conduct a Saginaw Fire Department Safety Check. Call 817-230-0404 to schedule an inspection.
- All vendors, regardless of registration status, must complete a **TARRANT COUNTY PUBLIC HEALTH TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION**. If you are registered with Tarrant County Public Health you will not have to pay the \$35 application fee, if you are NOT registered with the county you will have to pay the \$35 fee to the county. Send the Temporary Food Permit Application to Tarrant County Public Health and not the City of Saginaw.

### **Check In:**

- Check-In and set up will only occur on the day of the event. No booth will be allowed to set-up the day before.
- All vendors must check-in between 7:00-8:45 AM. Arrivals after 8:45AM may forfeit pre-assigned booth location and be assigned an alternate location.
- All vehicles used to transport supplies to the booth area must be removed from the event area by 9:30 PM for public safety.
- All vendors must be completely set-up by 9:45 PM and remain open until 4 PM. A vendor desiring to break down and leave early must receive prior approval.

### **Check Out:**

- All vendors must clear the festival grounds by 7:00 PM. It is the vendor's responsibility to return their area to pre-event conditions by removing all trash, boxes, and supplies.
- To prevent accidents and injuries, any vendor wishing to leave early MUST receive approval from an event official. With approval, vendors who do not need a vehicle to transport supplies out of their booth will be allowed to walk their supplies out.

### **Other Information:**

- No unattended vehicles, booths, or items may be left on the grounds the night before the event.
- Due to the size and layout of the event area, there will be a limited number of food vendor spots available this year. The spots will be allocated on a first come first serve basis, but vendors must first turn-in a completed application and meet all requirements above

*ADA Statement – In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the City of Saginaw will not and does not discriminate against qualified individuals with disabilities on the basis of disability in the City's services, programs, activities, or employment practices.*



## 2023 Train & Grain Festival Food Vendor Application

Due to the size and layout of the event area, there will be a limited number of food vendor spots available this year. The spots will be allocated on a first come first serve basis, but vendors must first turn-in a completed application, provide payment and meet all requirements from the previous page. To apply to be a Food Vendor, complete the form below, and return it to Saginaw City Hall by either mailing it to **Attn: Train & Grain, PO Box 79070, Saginaw, Texas 76179** or by dropping it off at **333 W. McLeroy Blvd, Saginaw, Texas 76179**.

*Payment can be made with cash, check, money order, or credit card (Visa or MasterCard) if you are dropping off the application at City Hall. If you are mailing or dropping it off at the City Hall Drop Box, you must pay with check or money order (Do not send cash in the mail). We are unable to accept online payments.*

### Food Vendor - \$150

**Vendor Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Are you a Mobile Food Unit (Food Truck)?:** ☐ Yes ☐ No

**Are you currently registered as a Mobile Food Unit with the City of Saginaw?:** ☐ Yes ☐ No

**Indicate the booth and square footage required:** \_\_\_\_\_

**Provide a detailed description and photos, if possible, of your menu:** \_\_\_\_\_

Waiver: The City of Saginaw and the Train & Grain Planning Committee reserves the right to refuse any vendor application, should this occur, the fee will be refunded. The Vendor shall indemnify, save and hold harmless the City of Saginaw, Train & Grain Planning Committee, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise out of, in connection with, or resulting from this agreement. The City, Train & Grain Planning Committee, their respective officers, agents, board members, staff volunteers, sponsors and assigns shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths are not insured by the City of Saginaw, Train & Grain Planning Committee or any sponsoring agents. Vendors must make provisions for safeguarding their goods. Each Vendor assumes full liability for protecting, care and maintenance of vendor's property. ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY. Note: Vendor Fees are Non Refundable.

Please sign and date below to acknowledge that you have read all the information, rules, regulations and agree to the terms.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_