

TICKETS

ON THE SQUARES



VENDOR PACKET

**DEC. 5-6, 2020 - DICKENSONTHESQUARES.ORG
GALVESTON'S WORLD FAMOUS VICTORIAN HOLIDAY FESTIVAL**

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Dear Prospective Dickens on The Squares Vendor:

For more than 46 years, Galveston Historical Foundation has hosted Dickens in downtown Galveston to experience the architecture, sights, and sounds of a Victorian holiday. This year finds the beloved annual event in a new configuration while addressing the ongoing impact of COVID-19.

Held December 5th and 6th from 10 a.m. to 6 p.m. daily, Dickens on The Squares will offer guests ticketed access to specially crafted Dickens squares (Hendley Green, Old Galveston Square, Saengerfest Park, Galveston Historic Seaport, and Pier 22) while adhering to local, state, and federal guidelines on public gatherings. More information, including our city approved COVID response plan, is available at dickensonthesquares.org.

Each location will feature a dedicated entrance and exit, strict capacity limits, mask requirements for entry and participation, sanitation stations throughout the grounds, social distancing reminders, and more. Should a spike in COVID-19 cases occur, public health emergency be issued, a natural disaster occur, or other factors that could impact the event's safe production, GHF will respond accordingly with increased measures or event cancellation.

We heavily rely on our vendors to contribute to the theme of the festival through the suitability of their presentation, displays, and costumes. Vendors are required to submit a security deposit at time of applying which is refundable post-event assuming all festival requirements are met. Applications and supporting information may be submitted via email, online or by mail. Applications must be received by Friday, October 30th to be considered for the 2020 festival.

I look forward to working with all of you and hope you will be a part of making Dickens on The Squares 2020 a success. If you have any questions or need additional information, please contact me at (409) 765-3453 or by email at jami.durham@galvestonhistory.org.

Sincerely,
Jami Durham
Vendor Director - Dickens on The Squares
Galveston Historical Foundation



Vendors are selected based on product suitability and compliance with requirements outlined in this packet to enhance the Victorian theme and experience for guests. ALL vendors must submit photos or samples of products to be sold in addition to photos of booth decor, signage and costumes. A vendor will not be approved without materials included with application. Once approved, a vendor cannot change any details without submitting for re-approval prior to festival date. If a vendor arrives with unapproved products, signage, decor or costumes, they will be penalized and the security deposit will not be refunded post-event.

Vendor Applications will NOT be accepted after Friday, November 6th.

2020 EVENT FEES:	Security Deposit	By Oct. 30	By Nov. 6
Craft	\$100	\$300	\$350
Food (on-site cooking)	\$300	\$725	\$775
Food (non-cooking)	\$100	\$350	\$400

FESTIVAL HOURS

The festival is open 10 a.m. to 6 p.m. Saturday and Sunday. Vendors **MUST** stay open during these hours unless otherwise specified. *Any vendor not in compliance will not get their security deposit refund.*

VENDOR LOAD IN & LOAD OUT

Load in begins on Friday at 3 p.m. Vendors **MUST** be completely set up and festival ready for inspection by 9 a.m. on Saturday and Sunday. Load out begins immediately following festival closure on Sunday.

FIRE EXTINGUISHERS

Every food booth and any booth using flammable material **MUST** have a portable extinguisher. These must have a one-year current inspection tag, signed by a Texas registered company. The Fire Dept. will inspect each booth during the event.

- **Booths w/ Fryers:** 10lb. 60 BC dry chemical fire extinguisher
- **Booths with Open Coals:** 10lb. 4A 60 BC ABC dry chemical extinguisher OR a Class 2A water-type fire extinguisher. Coals/BBQ Pits must be placed at least 10 ft away from buildings/structures, excluding booth
- **Booths with Flammable Materials (i.e. propane, kerosene lanterns, oil lamps):** 10lb. 4A 60 BC ABC dry chemical fire extinguisher

Please call the Fire Marshal at 409-621-3190 with questions.

TEXAS STATE SALES TAX REQUIREMENT

All vendors will be required to provide a Texas state sales taxes permit number. Permit must be in vendor's name or company name. You cannot use another person's state sales tax number or an out of state sales tax number. A Texas state controller representative will be checking vendors for current sales tax permits.

MERCHANDISE

Handcrafted, Victorian Christmas items are preferred, but not always required. All items being sold at the festival must be approved. Samples or photos of the exact items to be sold must be submitted with application. Any vendor selling unapproved items will be shut down. No T-shirts of any kind are to be sold unless you are a licensed vendor of the official Dickens on The Squares T-shirt. *Please see page 5 for further details on Trademark License.*

LIABILITY INSURANCE & HEALTH CERTIFICATE

Food vendors **MUST** furnish a copy of the Food Vendors Liability Insurance and obtain a Health Certificate from the Galveston County Health District, (409) 938-2303. The health certificate number must be reported to GHF prior to **Thursday, November 19th**. GHF reserves the right to limit the number of food items. Food vendors are only permitted to use quiet generators as the use of unapproved loud generators will result in shut down.

The Galveston County Health District will inspect each food booth on site. Although only required for food vendors, it is strongly recommended that all vendors have liability insurance as GHF is not liable for vendor spaces and products.

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SIGNAGE

All booths are required to have an appropriate and visible booth sign with a Victorian, British, or Dickensian name (e.g. Victorian Thymes or Fagin's Flowering Onions). Preferably, it should be on a wooden sign depicting the name of the booth but can be a computer generated sign displayed on the tent or table. Signage must be easily seen from the front of the booth. All vendors, new and returning, must submit a photo of signage for approval. No plastic or vinyl signs are allowed without prior approval. Vendors without appropriate signage will not receive their security deposit refund.

If a vendor needs assistance with signage, GHF will print to ensure it has the appropriate fit for a Victorian festival. Fee for signage is \$50 and materials must be submitted by Wednesday, October 28th.



ALLOWABLE SIGNAGE: Uses Victorian or Holiday font, colors are appropriate for Victorian festival.



INCORRECT SIGNAGE: Neon or multi-color backgrounds w/ incorrect font. Does not fit ambience of Victorian festival.

DISPLAY REGULATIONS

Booth spaces are 10'x10'. All vendors **MUST** create a Victorian holiday theme with the decorations and set up of the booth. Trailers or wheeled booth spaces and food trucks are prohibited unless otherwise preapproved by GHF. Vendors may use the pop-up style canopy as a booth, following the below guidelines. *Please see page 6 for diagram.*

1. All tents must have a white top. **NO EXCEPTIONS.**
2. The front metal poles must be camouflaged with garland, ribbon, etc. so the metal is not visible.
3. The front and two sides of the canopy must be decorated around the top edge using garland, ornaments, lights or ribbon, etc.
4. All booths must be decorated using greenery (fresh or artificial), fabric, bows, etc. for the holiday.
5. All tables within the booth space must be skirted. **NO** glitter, tinsel or metallic garland is permitted.
6. Vendors must bring sandbags/weights to secure the poles of their tents.

LIGHTING & ELECTRICITY

Booths must be adequately lit with one of the following:

1. Propane/Kerosene Lanterns or Oil Lamps (please see fire extinguishers section is using this option).
2. Battery operated lanterns or battery operated lighting concealed in the underside area of the roof.
3. White, non-blinking holiday lights may be used for both lighting and decoration.

Electricity can be provided to booth spaces. These provided outlets are the **ONLY** acceptable source of electricity. We do strongly recommend that booths continue to provide the Victorian ambience with historical lanterns or battery operated lighting. Electricity may be requested on the application. Fee for outlet connection is \$75.

COSTUMES

All vendors and workers of a booths **MUST** be dressed in Victorian period costumes. If anyone working in your booth is not in Victorian period costume, you, the vendor, will not receive refund of the security deposit.

IMPORTANT VENDOR DEADLINES

- **WEDNESDAY, OCTOBER 28th**
Last day for approved vendors to submit signage materials for GHF to print.
- **FRIDAY, OCTOBER 30th**
Application with supporting materials and security deposit due without increased fee.
- **FRIDAY, NOVEMBER 6th**
Application with supporting materials and security deposit due with increased fee.
- **THURSDAY, NOVEMBER 19th**
Last day for approved vendors to submit copies of liability insurance and health permit.

FESTIVAL REQUIREMENTS

All of the festival requirements will be strictly enforced. Vendors with any non-compliances will NOT receive refund on their security deposit and are at risk of not being permitted at future festivals. Due to COVID-19, all vendors are required to:

- wear masks at all times inside the festival squares
- make available hand sanitizer for staff and customers
- install plexiglass barriers at all point-of-sale locations

PETS

Vendors are not permitted to have pets at booth areas unless otherwise authorized by GHF.

BOOTH ASSIGNMENT

Vendor locations are assigned by GHF. The spaces will be honored on a first-come first-serve basis. Once a space has been assigned to a vendor, they are not allowed to move to a different location. Given the configuration of this year's Dickens on The Squares, prior vendor spaces will not be available. Please contact Jami Durham with any questions or requests on booth assignment.

TRADEMARK LICENSE

The name, logo and image of Dickens on The Strand and Dickens on The Squares, or any deceptively similar name, logo or image cannot be used on any product (such as commemorative mugs, ornaments, jewelry, etc.) without the vendor entering into an approved licensing agreement with GHF.

The fee to obtain trademark rights during the two-day event is \$350 per trademark item. "Dickens on The Strand" is a registered trademark of Galveston Historical Foundation. A separate application and agreement must be entered into to obtain a license. Please contact Jami Durham if interested.

VENDOR AGREEMENT

The vendor agrees not to hold Dickens on The Squares, GHF or its volunteers responsible for any damages, injuries, claims, demands, or suits by any and all persons, arising out of any acts of omission by Dickens vendors, its agents, entertainers, employees, or any third parties. Vendors assume full responsibility for the safety of personal property, and the risk of all losses and damages that may occur as a result of any damage to or loss of such personal property.

COSTUME IDEAS

See page 6 for costume photos or visit www.pinterest.com/galvestonhistory for more ideas.

FOR THE GENTLEMEN

- **HATS:** Top hats, flat, wide-brimmed hats, round top hats with curved sides. Hats are always a must. NO BASEBALL CAPS!
- **SHIRTS:** Plain white shirts, collar turned up or in with ribbon, scarf, cravat tied in a knot at neck.
- **VESTS & JACKETS:** Brocade or silk vests can be worn with or without jackets. Long-tailed jackets or capes are recommended.
- **PANTS:** Wool, corduroy or cotton pants in black, brown, burgundy, tan or gray. Pants can be rolled up or tucked into dark socks to give knickers effect.
- **SHOES:** Black or brown dress shoes or boots.

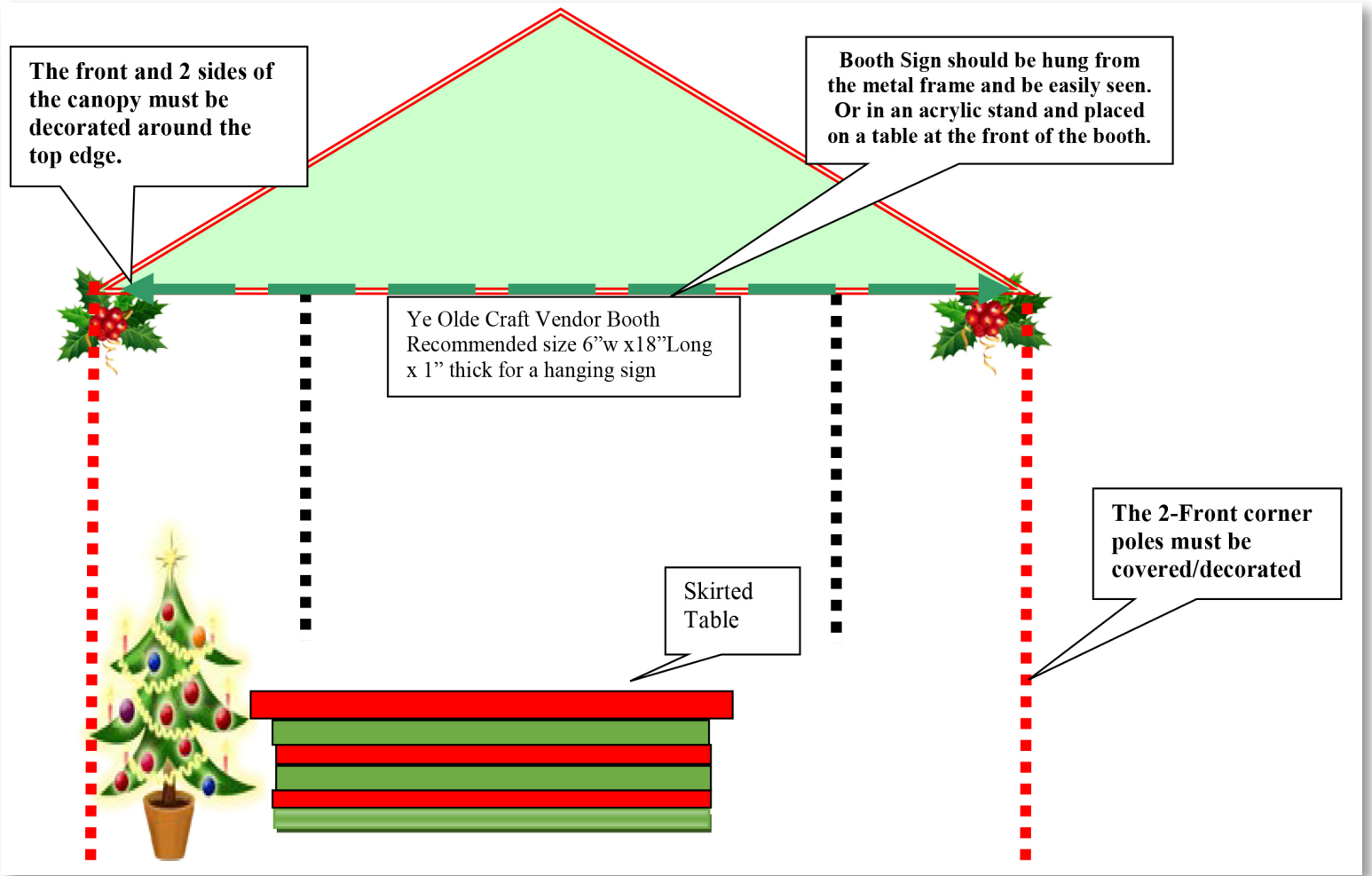
FOR THE LADIES:

- **HATS & HAIR:** Mop caps, hair snoods, fascinators, and bonnets. Hair can be worn in a bun or curled and pulled back with a ribbon.
- **DRESSES:** Floor-length taffeta, satin, brocade and silk dresses with full skirts and ruffles at the neck and cuffs.
- **SKIRT/BLOUSE:** Plain colored blouse can be paired with a floor-length skirt. Petticoats, hoop skirts or bustling can achieve a full skirt.
- **ACCESSORIES:** Aprons, broaches, muffs, scarves, capes, gloves, cummerbunds, ribbons can be added to create a more authentic look.

INCLEMENT WEATHER

In case of inclement weather you will be contacted of any and all updates as soon as they are made available. Dickens on The Squares is a Rain or Shine event. Should a vendor choose to cancel prior to Dickens due to inclement weather, you will not be penalized for future years, but you will lose your vendor fee.

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CRAFT VENDOR APPLICATION

APPLICATIONS MUST BE RECEIVED BY OCTOBER 30th, 2020 TO AVOID INCREASE IN FEES.
APPLICATIONS WILL NOT BE ACCEPTED AFTER FRIDAY, NOVEMBER 6, 2020.

Submit completed application with all required documents to Jami Durham, Vendor Director,
 jami.durham@galvestonhistory.org.

CONTACT INFORMATION

Name _____ Company/Non-Profit _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

VENDOR INFORMATION

Proposed Booth Name (e.g. Victorian Thymes or Fagin's Flowering Onion) _____

Vendor Description (i.e. products, decorations, costumes, etc.) _____

Texas State Sales Tax Permit Number (required) _____

of Staff Working Booth _____ Years as Dickens Vendor _____ Last Year of Participation _____

Booth Assignment Request* _____ Location (booth #) in Last Participation year _____

*A request is not a guarantee on booth location.

NOTE: Photos or samples of products to be sold must be submitted. In addition, photos of proposed displays, decorations, signage and costume must also be submitted with application. All of these are required for an application to be complete.

VENDOR FEES (Please Select All That Apply)

<input checked="" type="checkbox"/>	Security Deposit: Craft Vendor (required)	\$100
<input type="checkbox"/>	Craft Vendor 10x10 (submission by to Oct 30th)	\$300
<input type="checkbox"/>	Craft Vendor 10x10 (submission after Oct. 30th)	\$350
<input type="checkbox"/>	Signage Printing by GHF	\$50
<input type="checkbox"/>	Electricity Connection at Vendor Space	\$75
<input type="checkbox"/>	Galveston Non-Profit Organization ID# _____	(\$50)

Vendor Fees will be due after approval to secure inclusion in the festival. All vendors must submit a credit card authorization form with application for security deposit.

Vendors will be selected based off suitability and festival contribution honored on a first come, first served basis.

FOR GHF USE ONLY

Date Received: _____

Date Approved: _____

Date Finalized: _____

FOOD VENDOR APPLICATION

APPLICATIONS MUST BE RECEIVED BY OCTOBER 30th, 2020 TO AVOID INCREASE IN FEES.

APPLICATIONS WILL NOT BE ACCEPTED AFTER FRIDAY, NOVEMBER 6, 2020.

Submit completed application with all required documents to Jami Durham, Vendor Director,
jami.durham@galvestonhistory.org.

CONTACT INFORMATION

Name _____ Company/Non-Profit _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

VENDOR INFORMATION

Proposed Booth Name (e.g. Victorian Thymes or Fagin's Flowering Onion) _____

Type of Food Vendor: On-Site Cooking _____ Non-Cooking / Off-Site Prep _____

Type of Cooking Equipment (if applicable) _____

Vendor Description (i.e. products, decorations, costumes, etc.) _____

Texas State Sales Tax Permit Number (required) _____

Galveston County Health Permit Number (required) _____ (November deadline to obtain)

of Staff Working Booth _____ Years as Dickens Vendor _____ Last Year of Participation _____

Booth Assignment Request* _____ Location (booth #) in Last Participation year _____

*A request is not a guarantee on booth location.

NOTE: Photos or samples of products to be sold must be submitted. In addition, photos of proposed displays, decorations, signage and costume must also be submitted with application. All of these are required for an application to be complete.

VENDOR FEES (Please Select All That Apply)

	NON-COOKING	ON-SITE COOKING
<input checked="" type="checkbox"/> Security Deposit: Food Vendor (required)	\$100	\$300
<input type="checkbox"/> Food Vendor 10x10 (submission by to Oct 30th)	\$350	\$725
<input type="checkbox"/> Food Vendor 10x10 (submission after to Oct 30th)	\$400	\$775
<input type="checkbox"/> Signage Printing by GHF	\$50	\$50
<input type="checkbox"/> Electricity Connection at Vendor Space	\$75	\$75
<input type="checkbox"/> Galveston Non-Profit Organization ID# _____	(\$50)	(\$50)

Vendor Fees will be due after approval to secure inclusion in the festival. All vendors must submit a credit card authorization form with application for security deposit. Vendors will be selected based off suitability and festival contribution honored on a first come, first served basis.

FOR GHF USE ONLY

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Date Approved: _____

Date Finalized: _____