

Vendor Application Process

Step 1. Complete the Application Form shown below

Step 2. Submit the filled-out Application Form, together with one checks covering the applicable payment in FULL (please refer to Terms and Conditions) Applications will not be processed and reservation of table space will not be confirmed until receipt of all items.

Step 3. A member of our coordination team will contact you to confirm receipt of your application, security deposit and payment, and notify you of your exhibit space.

Company Name		Representative's Name	
Mailing Address		Representative's Title	
City		State	
Postal Code		Country	
Telephone		Fax	
Email		Company's Website	

Vendor

Yes, I would like to purchase Truck/Booth space:

Food Truck	\$280 - Trailer/Truck Spot Fee +\$50 - Refundable Deposit *
Food Booth	\$280 - 1 Booth Fee 10'x10' space \$500 - 2 Booth Fee 20'x10' space +\$50 - Refundable Deposit *
Food Permit	\$280 - Food Permit Fee (OEBC will obtain permit) *fill out page 2 of permit request form
Electricity	Please note if electricity will be needed and we can do our best to accommodate needs
Retail/Info (non-food items) Booth	\$280 - 1 Booth Fee 10'x10' space \$500 - 2 Booth Fee 20'x10' space +\$50 - Refundable Deposit *
Non - Profit Retail Booth	\$180 10'x10' space +\$50 - Refundable Deposit *

Donate

Yes, I would like to donate

AMT \$

Item (s)



Total Due: \$ _____

Payment Methods Accepted:

- Checks by Mail - must be received by April 15, 2023
- Zelle: openeyesbb@gmail.com
- Credit Card (fees applied): [Online Payment](#)

Thank you for your participation in our event!

Submission of Application, Terms and Conditions & Inquiries

Please submit your "Vendor Application Form" along with full payment and the security deposit to OEBC. Applications will not be processed unless all items are received. For additional information or questions please contact us:

Open Eyes Beyond Border (OEBC)

Address: PO Box 1811

Pflugerville Tx 78691

Phone: 737-704-5373 or 512-797-8071

Email: ATXAsianFoodFest@gmail.com

Booth Selection

To ensure your truck/trailer/booth location, we encourage you to submit your applications as soon as possible. Your application and booth selection will be processed once payment and the security deposit has been submitted.

Terms and Conditions

•Promotional materials placed outside of the vendor booths (ie walls, fence, poles or chairs) will be fined a disposal fee and will be subtracted from the security deposit.

•Each booth chair and tables will need to be provided by vendor. OEBC is not responsible for lost or stolen items left or stored at the exhibit booths.

•Each exhibitor/vendor is to provide Open Eyes Beyond Border (OEBC) with a security deposit of \$50 that will be returned within 30 business days after April 22, 2023, provided rules and regulations of the guideline are met. It is the vendor's responsibility to keep their exhibit space and area safe, clean and free of damage. Vendors are not permitted to move from their assigned location or take tables and/or chairs that are not assigned to them. **Deposit checks can be submitted on a separate check from the space fee. Vendors that submit is on a separate check can 'check out' with the Vendor Coordinator after the event to receive deposit check day of the event.*

•Vendors requiring electricity are asked to contact OEBC for their electrical needs. Any inquiries about electricity prior and during the event should be directed to them. There will be limited access to electrical ports. Vendor will be responsible for providing extension cords needed.

•Any claim for loss, due to fire, theft or damage of exhibits, nor will it be held liable for any personal injury caused by the exhibit or exhibitor. Use of the facility is conditional in that the exhibitor accepts full responsibility for any damages caused to the facility by the exhibit and/or the exhibitor(s).

•Vendors may only reserve booths after the application, security deposit, and full payment has been received by OEBC. Applications will be processed on a first-come, first-paid basis.

•**Deadline for exhibitors is April 15, 2023. Applications received after this date will not be guaranteed exhibit space.**

We greatly appreciate all donations. Remember, your donations are 100% tax deductible as allowable by law. OEBC Board and Volunteers do not get paid. 100% of your contribution will be used to help children and families in need.

Open Eyes Beyond Border Nonprofit EIN/Tax ID: 83-2789447



Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance (Not a Mailing Address)

Temporary Food Event Application

**** Submit at least 10 calendar days prior to the event date. ****

Event Information

Note: Incomplete applications **will not** be processed and will be returned

Event Name:	ATX Asian Food Fest			Total Booths:	_____
Event Address:	2006 Philomena St	Austin	Tx	78723	
	Street	City	State	Zip Code	
Event Dates:	04/22/2023	04/22/2023	Hours of Operation: _____		
	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)			

Event Organizer

Print full legal names as they would appear on a Government Issued Photo ID(s)

Organizer Name:	_____		
	Last	First	Middle
Mail Address:	_____		
	Street	City	State Zip Code
Driver's License:	_____	Date of Birth:	_____
	DL # State		MM/DD/YYYY
Phone Number:	_____	Email:	_____
	(###) ### - #####	Email addresses will not be distributed. (Internal use only)	

****** Attach a Clear Copy of a Valid Government Issued Photo ID ******

Fee Information:

All temporary event application fees are **nonrefundable**.

	City of Austin	Contracted Municipalities ¹ (ILA)	Travis County (Unincorporated)
<i>Pricing Structure Based on Jurisdiction of Event Location</i>			
Number of Days/Booths			
1 Booth, 1 Calendar Day, Single Event ²	\$75.00	\$75.00	N/A
1 - 5 Calendar Days, 1 or More Booths	\$280.00/Booth	\$280.00/Booth	\$98.00/Booth
6 - 14 Calendar Days, 1 or More Booths	\$303.00/Booth	\$303.00/Booth	\$145.00/Booth
Expedited Permit (Less than 10 days prior to the date of event)	\$227.00/Event	\$227.00/Event	N/A
¹ Not limited to Bee Cave, Lakeway, Manor, Rollingwood, Sunset Valley, Volente, Westlake Hills			
² Price for single event with only 1 booth for 1 calendar day, not connected to any other event taking place at the same location, same time.			
	City of Austin	Contracted Municipalities ¹ (ILA)	Travis County (Unincorporated)
Fee Exemptions Reasons	<input type="checkbox"/> Social Services Contract		<input type="checkbox"/> Non-Profit Organizations
Based on Jurisdiction of Event Location	<input type="checkbox"/> City of Austin sponsored	N/A	<input type="checkbox"/> Public/Charter School
	<input type="checkbox"/> Public/Charter School		

Must provide supporting documentation to be eligible for Fee Exemptions.

DO NOT MAIL CASH PAYMENTS

Payment Forms Accepted: Cash, Check, Money Order, Visa, MasterCard, Discover, AMEX

Make checks and money orders payable to: Austin Public Health
 Credit cards not accepted for Travis County payments.

Payment must accompany applications submitted by mail (Environmental Health Services Division, PO BOX 142529, Austin, TX 78714) or in person at the walk-in location (1520 Rutherford LN). For customers submitting via email (ehsd.service@austintexas.gov) please note that an EHSD representative will contact you by phone to collect a credit card payment.

