



2020 Vendor Guidelines

Sat 11/28 and Sat 12/05

**Application Deadlines: 11/10/2020 for 11/28 Event
11/17/2020 for 12/05 Event**

Vendors, thank you for your interest in Dickens on Main, Boerne's premier holiday event. A couple of things you need to know about this year's event. First, Dickens is undergoing some major changes for 2020. Historically, Dickens has been the Friday and Saturday of Thanksgiving weekend. That is not the case this year. **The event dates will be Saturday, 11/28/2020 and Saturday, 12/05/2020** to accommodate COVID-19 restrictions and requirements.

Please read all vendor information carefully. This is a hand-made only, content-juried event with themed decoration and period costumes. Approval is based on product suitability and compliance with the requirements outlined below.

Contact Info

If you have any questions or need additional information, contact

David Querbach

Dickens on Main Vendor Coordinator

Cell: 210-844-8193

Email: marketdaysmgmt@aol.com

Event Hours of Operation

Vendors are to be open only during the Hours of Operation for their designated areas. Set up hours are specified below. Any variation will need prior approval.

Location	Set-up Times	Hours of Operation
North Pole Village (Main Plaza)	Friday, 1-6 p.m. Saturday, 7-Noon	Saturday, Noon-9:00 p.m.
Scrooge Village	Saturday, 7-Noon	Saturday, Noon-9:00 p.m.
Tiny Tim Village (Public Lot)	Saturday, 7-Noon	Saturday, Noon-9:00 p.m.
Dickens Village	Friday, 1-6 p.m. Saturday, 7-Noon	Saturday, Noon-9:00 p.m.

General Information

Your application WILL NOT be approved unless it is complete. Applications are reviewed in the order received. We strive to provide diversity in our vendor offerings to the public, so do not delay as spots fill up quickly. Applying for Dickens on Main does not guarantee admittance as a vendor.

All vendors will be required to follow COVID-19 approved protocols for this event. See COVID-19 Safety Protocols as of 10-01-2020 later in this document for details. Any vendor found to be in violation of COVID-19 protocols in force at time of the event may be required to close their booth with no refund.



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Once your application is juried and accepted by the vendor committee you will be notified. Location assignments will be made by the Vendor Coordinator. Event management reserves the right to relocate any vendors if necessary.

Cancellation Policy

No refunds for vendor cancellations after November 1, 2020 or for inclement weather. Payments cannot be moved to any other event, as this event is owned by the City of Boerne. ***If the event is cancelled by the City of Boerne due to COVID-19 mandates, space rental fees will be refunded to the vendor.***

Merchandise

Merchandise will be limited to hand-made only by type and location, exceptions by approval of Vendor Coordinator and Event Management only. In all locations we are especially interested in artisan items, unusual pieces, local craftwork that would be indicative of a Dickens and/or Christmas theme. In lieu of photos you may submit your website address for product view. We reserve the right to limit or refuse commercially made and imported items. You will need to display a copy of your State Sales Tax Permit at your booth.

Food Vendors

Food vendors will be limited by type and number of items sold. Vendors are to submit their menu along with their application for approval. The Kendall County Health Inspector will be on-site to ensure compliance with the Temporary Food Establishment Permit. We will be picking up all required food permits 10 days prior to the event date. All food applications and payments must be complete by this time. All other state and local inspections must be displayed as well as your State Sales Tax Permit. All food vendors will need a fire extinguisher with current inspection tag. The Boerne Fire Department will be inspecting all booths. **NO REFUNDS WILL BE GIVEN FOR VENDOR VIOLATIONS CITED BY THE HEALTH OR FIRE DEPARTMENTS.**

**Information applies to ALL VENDORS, ALL LOCATIONS
including Booths and Food Trucks
unless otherwise indicated.**

Decorations

It is in keeping with the Dickens "era" that we require all vendors maintain the theme of the event. All vendors participating in the event must create a Victorian / Christmas theme with garland, ornaments, or bows, etc. incorporated with their lighting. All carts, roaming vendors, and food trucks must be decorated and/or lighted as specified in Lighting Instructions.

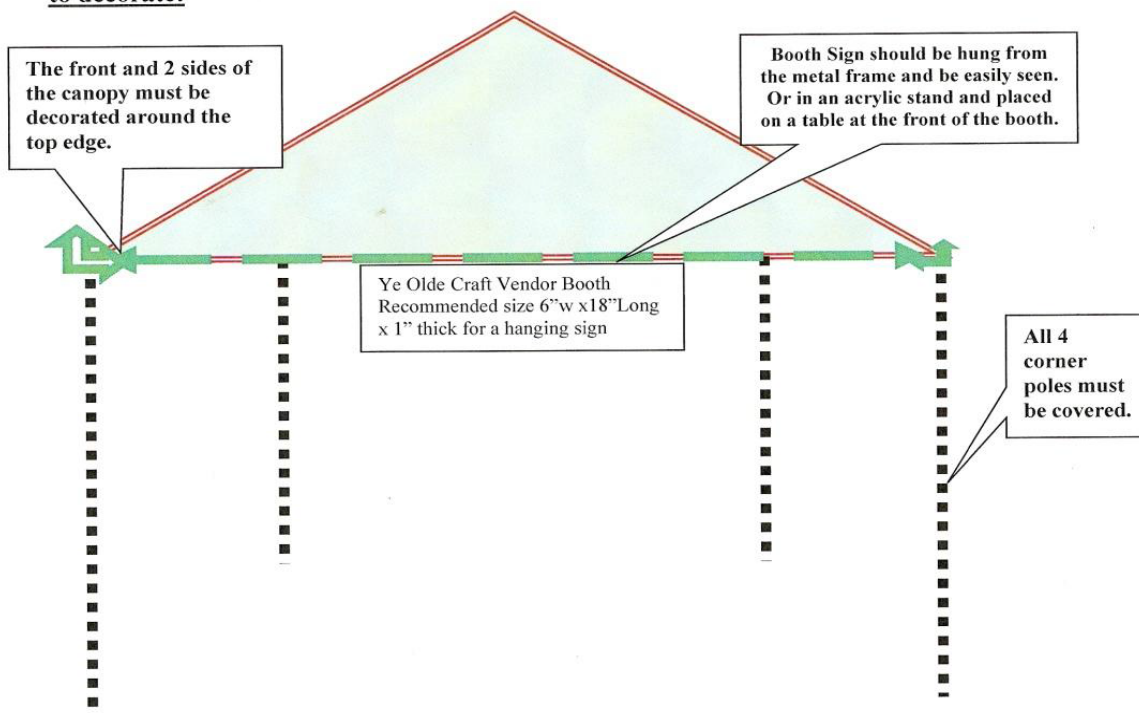
Pop-up booth (fixed location) vendors must decorate (cover) the front two poles and bottom edge of the front top panel with garland (no tinsel or metallic garland), seasonal flowers, bows and ornaments. Commercial product names may not be imprinted on booths. Interior booth decoration is also encouraged but not required if it impedes the display or sales of vendor merchandise. All

fixed location booths should plan on using heavy weights as some will be on pavement and no staking will be allowed. Pet “screw-in” type anchors are permitted at North Pole Village and in the grassy areas for merchandise vendors only.

Free standing booths should be decorated as illustrated below. The decoration of the booths must not include the commercialized metallic style garland and cold white/blue LED bulbs and Christmas lights. Regular style string lights (warm white or colored) are approved; the use of white would be best as they will add more light to show products.

Any questions regarding booth design should be directed to the Dickens on Main Vendor Coordinator at marketdaysmanagement@aol.com.

If a vendor uses a Pop-Up canopy for their booth please use the following guidelines to decorate:



Vendors can use fabric or garland to cover the 4 corner poles. If garland is used on the corner poles, you will need to use Christmas decoration, bows, etc to make the booth looks more festive also use these items to decorate around the top edge of the canopy. All tables must be skirted. The booth sign needs to be large enough to be seen and should be mounted to the metal frame at the front of the booth or on a stand near the entrance to the booth where it can be easily seen.

A canopy with a business name CAN NOT be used. The vinyl/plastic has to be a solid color with no advertising on the vinyl/plastic.

Electricity / Lighting



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Power will be supplied to the appropriate areas designated for vendors. No generators allowed except as approved by the Vendor Coordinator. Generators allowed will be of the **quiet type** with low decibel ratings. All vendors will be limited to 200 watts of lighting. Four incandescent bulbs, white standard Christmas lights or small directional low wattage spots and battery-operated lanterns are approved. Coleman style lanterns powered by batteries or propane bottles may also be used for lighting. White standard and colored (**NO LED cold white**) strings of lights are encouraged along the two front poles and front of each booth (see example). Vendors requiring special plug connections or electrical feeds more than 20amps will need to submit a description of their needs with their application. This may affect the vendor location within the event footprint. Noncompliance may find you in the dark.

Signage

All vendors are expected to have an appropriate visible Victorian, British, Christmas or Dickens themed name for their booth (i.e. Ye Bloomin' Onion, The Queen's Jeweler, etc.) which can be displayed as a painted board, or period themed computer-generated banner which can be hung horizontally across the top of the booth or vertically attached to one of the front poles. A photo or sketch must be submitted for approval. No commercial or plastic signs or banners are allowed without prior approval by the Vendor Coordinator.

For Food Trucks, signage must be in keeping with the Dickens theme to the highest degree possible considering the physical restraints of the vehicles. If there are questions regarding signage, especially menu signage, let us know.

Costumes

All vendors and those working in the booths **must be dressed in period Victorian costumes**. Anyone working in a booth or food truck not in costume will be asked to leave. A photo or sketch of your proposed costume(s) must be submitted for approval by the Vendor Coordinator. Any booth not in compliance will be closed without refund.

Vendor Parking

Vendors will be required to park in the approved designated areas once they have unloaded their equipment and merchandise. Vendors will be given information on parking prior to the event.

Security

Security will be present during and after the event hours; however, the event is not responsible for vendor merchandise. Tents, etc. can be left overnight, but all tents should be wrapped for the evening.

Referrals

For any vendor who refers a new vendor that has not participated in Dickens on Main before and is accepted to the Dickens event, the referring vendor will receive a \$25 referral discount. The new vendor must list the referring vendor on the application for the referring vendor to receive the discount.



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Application / Payment Process

Complete the Vendor Application / Contract form and send along with booth payment and any additional required documents (listed below).

Make checks payable to:	Dickens on Main
Drop off or mail payment to:	Dickens on Main Attn: Mary Woods Boerne City Hall 447 N. Main St., Suite 190 Boerne, TX 78006

Please include:

- Vendor Application / Contract
- Separate Cleanup Deposit Check (which we will hold with contract until event completion)
- Copy of TX State Sales Tax Permit (you will also need a copy of this in your booth)
- Signed Kendall County Temporary Food Compliance form (food vendors only)
- Copy of Non-Profit status documentation (such as 501C-3, etc.), if applicable
- Photos of Items to be sold or website (only Craft/Merchandise Vendors)
- A photo or sketch of your proposed costume(s) must be submitted for approval by the Vendor Coordinator.
- Photos/sketches of proposed booth decorations and/or description
- Menu (Food Vendors only)
- Special electrical needs. Describe specific needs:



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Covid-19 Safety Protocols

As of 10/1/2020

Dickens on Main

November 28 & December 5, 2020

These are the current precautions we are enacting for limiting the spread of Covid-19 to create a comfortable environment for both our vendors and customers. We are basically an outdoor retail mall facilitating independent business owners and local non-profits. Since the event is open air, it will be less of a threat than if it were an indoor venue as long as the guidelines below are adhered to. Of course, we are subject to current and new regulations or changes issued by the City of Boerne or the State of Texas.

- **Any vendor found to be in violation of COVID-19 protocols in force at time of the event may be required to close their booth with no refund.**
- All vendors are required to wear face masks or face shield when speaking with customers. Customers will be advised to wear masks when speaking with vendors. (Basically, put your mask on while interacting with people.)
- Vendors with forward facing booths can hang a minimum 2 x 4 plexiglass panels on the front of their booth or on each side of the booth where open to the public for additional safety. Or arrange your set up so there is a table between you and the customer in the front or back portion of your booth.
- All vendors are to provide hand sanitizer at their booths for customer and personal use.
- **NO MORE THAN TWO CUSTOMERS IN A BOOTH AT THE SAME TIME. STAY SOCIALLY DISTANCED AT ALL TIMES.**
- All vendors strongly advised to wear gloves when possible during transactions.
- Contactless payment encouraged, chip reader, PayPal and Venmo, etc.
- Food Vendors are required to wear masks and hair nets/caps at all times in their booths.
- No food or product sampling unless samples are in single use disposable containers.
- Common multiple use product testers for customers are not allowed. Single use samples only allowed as one-time use testers or product samples.
- Vendors should advise customers to limit touching products.
- We will have at least 10' between booth spaces; therefore, we will be operating at a reduced vendor capacity. Use common spaces behind booths within safety guidelines.
- We encourage 6' social distancing with signs posted throughout the event space.
- Tables will be set up at the front and rear of each venue with sanitizer for customer use.
- Food Vendors will be required to operate under the County and State Covid-19 guidelines for mobile food vendors. For questions contact Brenda Bell, Kendall County Health Inspector at 830-249-9343. Event sign up and permit payments (excluding annual trailer permits) will continue to go through Dickens on Main.
- **EQUIPMENT RENTALS from Market Days Management will incur the following Covid-19 Disinfecting Surcharge: \$20 per tent \$5 per table \$2 per chair We will not be renting sides panels.**

We look forward to your participation in Dickens on Main!

David Querbach, Dickens on Main Vendor Coordinator



2020 Vendor Application/Contract

Event Dates: Sat 11/28 and Sat 12/05

Application Deadlines: **11/10/2020 for 11/28 Event**
11/17/2020 for 12/05 Event

This event is restricted and juried. Be sure to read the Vendor Guidelines regarding the Dickens on Main event before signing. **Contact Info:** David Querbach, Dickens on Main Vendor Coordinator, Cell: 210-844-8193; Email: marketdaysgmt@aol.com.

Vendor Information

Business Name			Primary Contact Name		
Address			Primary Contact Telephone		
City	State	Zip	Primary Contact Email Address		
Texas State Sales Tax Certificate #			On-site Contact & Phone (if different)		
Website			Vehicle License #		
Description of items to be sold					

Fixed Booth - Type & Price Prices are per day – Sat, 11/28 and Sat, 12/05						
Location	Merchandise Booth		Food		Refundable Clean-up Deposit	Hours of Operation (see Vendor Guidelines for set-up times)
	12'x12'	12'x24'	Booth / Trucks	Permit		
Saturday, 11/28/2020						
North Pole Village (Main Plaza)	<input type="checkbox"/> \$150	<input type="checkbox"/> \$250	<input type="checkbox"/> \$200	<input type="checkbox"/> \$40	<input checked="" type="checkbox"/> \$100	Sat Noon-9:00 p.m.
Scrooge Village (Public Lot – Main St)	<input type="checkbox"/> \$125	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200	<input type="checkbox"/> \$40	<input checked="" type="checkbox"/> \$100	Sat Noon-9:00 p.m.
Tiny Tim Village (Public Lot – Main St)	<input type="checkbox"/> \$125	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200	<input type="checkbox"/> \$40	<input checked="" type="checkbox"/> \$100	Sat Noon-9:00 p.m.
Dickens Village (Themed Area)	<input type="checkbox"/> \$125	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200	<input type="checkbox"/> \$40	<input checked="" type="checkbox"/> \$100	Sat Noon-9:00 p.m.
Saturday, 12/05/2020						
North Pole Village (Main Plaza)	<input type="checkbox"/> \$150	<input type="checkbox"/> \$250	<input type="checkbox"/> \$200	<input type="checkbox"/> \$40	<input checked="" type="checkbox"/> \$100	Sat Noon-9:00 p.m.
Scrooge Village (Public Lot – Main St)	<input type="checkbox"/> \$125	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200	<input type="checkbox"/> \$40	<input checked="" type="checkbox"/> \$100	Sat Noon-9:00 p.m.
Tiny Tim Village (Public Lot – Main St)	<input type="checkbox"/> \$125	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200	<input type="checkbox"/> \$40	<input checked="" type="checkbox"/> \$100	Sat Noon-9:00 p.m.
Dickens Village (Themed Area)	<input type="checkbox"/> \$125	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200	<input type="checkbox"/> \$40	<input checked="" type="checkbox"/> \$100	Sat Noon-9:00 p.m.
Payment Information						
Total Enclosed:	\$	Check #		Money Order #		



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By signing the Vendor Application, you acknowledge that you have read, understand, and agree to comply with the Vendor Guidelines, including **COVID-19 Safety Protocols as outlined in the Vendor Guidelines document. Any vendor found to be in violation of COVID-19 protocols in force at time of the event may be required to close their booth with no refund.**

Specific show requirements as outlined in the Vendor Guidelines must be adhered to at all times during the event or vendors may be shut down by event management without refund. All booths are assigned at the discretion of management until sold out.

No refunds for vendor cancellations after November 1, 2020 or for inclement weather. Payments cannot be moved to any other event, as this event is owned by the City of Boerne. *If the event is cancelled by the City of Boerne due to COVID-19 mandates, booth fees will be refunded to the vendor.*

The City of Boerne, Market Days Management, event affiliates, sponsors, employees, volunteers, and contractors assume no liability for event attendance, vendor merchandise or equipment that is lost, stolen or damaged, or for injury or bodily harm. Vendor agrees to indemnify and hold harmless the above-named parties and assume all liability for any damages, injuries, claims, or suits by all persons or third parties arising from claims against vendor actions, personal property, or items sold or prepared for consumption.

Deadlines for receipt of complete application and payment are:

- 11/10/2020 for 11/28/2020 Event
- 11/17/2020 for 12/05/2020 Event
- Booth reservation will be confirmed upon acceptance.

Vendor Signature: _____ Date: _____

Application / Payment Process

Complete the Vendor Application / Contract form and send along with booth payment and any additional required documents (listed below).

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Drop off or mail payment to:	Dickens on Main Attn: Mary Woods Boerne City Hall 447 N. Main St., Suite 190 Boerne, TX 78006



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Please include:

- Vendor Application / Contract
- Separate Cleanup Deposit Check (which we will hold with contract until event completion)
- Copy of TX State Sales Tax Permit (you will also need a copy of this in your booth)
- Signed Kendall County Temporary Food Compliance form (food vendors only)
- Copy of Non-Profit status documentation (such as 501C-3, etc.) , if applicable
- Photos of Items to be sold or website (only Craft/Merchandise Vendors)
- A photo or sketch of your proposed costume(s) must be submitted for approval by the vendor coordinator no later than 2 weeks prior to the event. All personnel working in the booth are required to comply with the costume dress code.
- Photos/sketches of proposed booth decorations and/or description
- Menu (Food Vendors only)
- Special electrical needs. Describe specific needs:

Contact Info

If you have any questions or need additional information, contact

David Querbach
 Dickens on Main Vendor Coordinator
 Cell: 210-844-8193
 Email: marketdaysmgmt@aol.com

Date Application Received: _____

Approvals: Event Director: _____ Vendor Coordinator: _____

Received: Booth/Vendor Payment \$ _____ Clean-up Deposit \$ _____

Copy of TX State Sales Tax Permit _____

Food Permit / Compliance Form _____ Menu (Food Vendors only) _____

Copy of Non-Profit status documentation _____

Photos or website of Items to be sold (only Craft/Merchandise Vendors) _____

Photos or sketch of your proposed costume(s) _____

Special electrical needs _____ Confirmation Sent _____