

# 2011 DICKENS ON THE STRAND VENDOR GUIDELINE INFORMATION

Dickens on The Strand is an annual Victorian Christmas festival benefiting Galveston Historical Foundation. A committee reviews all vendor applications. Approval is based on product suitability and compliance with the requirements listed below.

## Please read all information carefully

**Date:** Saturday, December 3 and Sunday, December 4, 2011  
**Time:** Saturday, 10 a.m. to 9 p.m. and Sunday, 10 a.m. to 6 p.m. unless otherwise specified.  
**Location:** Downtown Galveston on The Strand and Mechanic Street between 20th and 24th Streets and the cross streets of 21st, 22nd, 23rd and 24th.

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<b>Fees:</b>	<b><u>Before Sept. 1</u></b>	<b><u>After Sept. 1</u></b>
<b>Craft</b>	\$300	<b>\$350</b>
<b>Food (on-site cooking)</b>	\$725	<b>\$775</b>
<b>Food (non-cooking)</b>	\$350	<b>\$400</b>
<b>Galveston non-profit</b>	\$50 off above prices	\$50 off above prices

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## Payment must accompany application.

- Vendor Fee is non-refundable after application is approved.
- All first-time vendors **must** submit photos, or samples of product. Photos and/or sketches of proposed booth or cart display, signage, and costume.
- The Dickens on The Strand Committee will review application, photo's/sketches as part of the approval process.
- **Incomplete applications will delay processing and/or official acceptance into the festival.**

## Duration of Festival:

- **All Vendors are required to remain open the entire length of the festival's advertised hours, Saturday, 10 a.m. to 9 p.m. and Sunday 10 a.m. to 6 p.m. unless otherwise specified.**

## State Sales Tax Requirement:

- **In order to participate in Dickens** 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 can not use another person's state sales tax number or an out of state sales tax number. The Texas State controller will have their representatives checking vendors for current sales tax permits.**

## Merchandise:

- **Handcrafted, Victorian Christmas items are preferred, but not required.** All items must be approved by the **Event Committee.**
- **Only approved items may be sold. Samples, photos, and/or slides of exactly the items to be sold must be submitted prior to approval by the Events Committee**
- **No T-shirts of any kind are to be sold** unless you are a licensed vendor of the official Dickens on The Strand T-shirt. Call (Clay Wade Events Director, at (409) 765-3403 to get more information on Dickens T-shirt trademark licenses.)

## Food Vendors:

Food vendors must furnish a copy of the **Food Vendors Liability Insurance** along with the application. Must obtain a **Health Certificate from the Galveston County Health District, (409) 938-2303** and submit their health certificate number to GHF prior to November 15th. GHF reserves the right to limit the number of food items. **Proposed food items to be sold must be submitted for approval prior to November 15th. Food vendors are only allowed to use Quite generators that must first be approved by GHF: Food Vendors found using loud generators can and will be shut down!**

- **The Galveston County Health District will inspect each food booth on site.**

## Booth or Cart Displays and Decorations:

- Most booth display spaces are **10' x 10'**. There are a few spaces that will only accommodate an **8'x8' booth or cart display.**
- All vendors participating in the event **must** create a **Victorian, Christmas theme with the decoration and set-up of their booth or cart display.**
- Vendors may use the Pop-Up style canopy as a booth, following these guidelines.
  1. The four metal corner poles **must** be camouflaged or hidden so that metal poles are not visible.
  2. **All booth or cart displays must be decorated for Christmas, using greenery {fresh or artificial}, ornaments and/or fabric, bows.**
  3. **The top edge of the canopy on the front and 2 side front corner poles must be decorated with garland, ornaments and or bows.**
  4. **ALL TABLES MUST BE SKIRTED.**
  5. **No glitter, tinsel, or metallic garland can be used.**

**Carts:** GHF has a limited number of **wooden carts** that can be rented for **a fee of \$100.** The carts can be used as roving carts and the vendor will not have to rent a vendor space. Carts must be returned in the same condition in which it was received.

## Signage:

- All booths and carts are required to have an appropriate and visible booth sign. Preferable with a Victorian, British, or Dickensian name (e.g. Victorian Thymes or Fagin's Flowering Onions) on a wooden sign depicting the name of the booth, or a computer generated sign that can be displayed on the booth or table and easily seen from the front of the booth.
- **A photo or sketch of your sign must be submitted to the Committee for approval before you can be approved as a vendor.**
- **No plastic, or vinyl signs are allowed without prior approval by the Events Committee.**

**Costumes:**

- All vendors and all others working in the booth must be dressed in Victorian period costumes. **A photo or hand drawn sketch of your costumes must be submitted for approval by the Dickens Committee.**
- If anyone working in your booth is not in Victorian period costume, you, the vendor, **will be fined.**

**Fire Extinguishers:**

- Each **Food Booth** must have a portable fire extinguisher. **Booths with fryers must have a 10 lb. 60 BC dry chemical fire extinguisher. Booths with open coals must have a 10 lb. 4A 60 BC ABC dry chemical fire extinguisher or a Class 2A water-type fire extinguisher.** Coals/barbecue pits must be placed at least 10 feet away from any building or structure, booths not included. **The Fire Department will inspect each food booth during the event. All fire extinguishers must have one-year current inspection tag, signed by a Texas registered company.** Please call the **Fire Marshal's office at (409) 621-3190** with any questions regarding fire extinguishers.
- **All other vendors using flammable material as a light source (propane or kerosene lanterns or oil lamps) must have at least one 10 lb. 4A 60 BC ABC dry chemical fire extinguisher.**

**Lighting:** No electricity is provided and no generators are allowed except for food vendors and these must be approved **quite generators.** Booths and carts must be adequately lighted with one of the following:

- Metal bottom wick lanterns using Kerosene, or Propane and Glass oil lamps using lamp oil for fuel, Coleman-type lanterns powered by batteries or propane bottles may also be used for lighting..
- **To better illuminate their merchandise, vendors may also use battery operated directional lighting, that is concealed in the underside of the roof of their booth.**
- GHF will allow vendors to decorate and illuminate their booths with white non-blinking battery operated Christmas lights.

**Vendor Fines:**

- **Fine for leaving the festival before closing time each day will be \$50**
- **Fine for Non-compliance of Booth or Cart display and/or Decorations will be \$50**
- **Fine for Non-compliance of a Booth Sign will be \$25**
- **Fine for Non-compliance of Vendor Costume(s) will be \$25**
- **Fine for Non-compliance of Booth lighting will be \$25**

**Fines will be strictly enforced. Vendors with Non-compliance's must pay all fines owed from the previous year before being allowed to participate in the current years Dickens festival.**

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**Trademark License:**

- The name, logo and image of Dickens on The Strand, 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 Galveston Historical Foundation. If you are interested in a Dickens on The Strand trademark license, we will provide a trademark application at your request. The fee for vendors to obtain trademark rights during the two-day event is **\$250 per trademark item.**
- Vendors recognize that "Dickens on The Strand" is a registered trademark of GHF. A separate agreement must be entered into to obtain a trademark license.

**Referrals:** GHF will give a **\$25** discount to each vendor who brings a new vendor to Dickens. The new vendor must be accepted by the Committee and agree to participate in Dickens on The Strand.

- The vendor agrees not to hold Dickens on The Strand or GHF responsible for any damages, injuries, claims, demands, or suites 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 loses and damages that may occur as a result of any damage to or loss of such personal property.
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**If you have any questions, please contact Peggy Clark, Event Coordinator in the Events Department at Galveston Historical Foundation, (409) 765-3432 (direct line) or at [peggy.clark@galvestonhistory.org](mailto:peggy.clark@galvestonhistory.org)**

