



FOR OFFICE USE ONLY
DATE/TIME RECEIVED _____
ASSIGNED SPACE # _____
DATE/TIME NOFIATION MADE: _____

2023 Ellis County & City of Waxahachie Preparedness Fair
Saturday, September 09, 2023 | Waxahachie, Texas | Courthouse Square
Time: 9:30 AM. – 2:00 PM. (Booths must be ready by 8:30am)
Dead Line for Submission of Application will be 4:00 PM, August 28, 2023.

Organization and Vendor Application

1) VENDOR INFO:

Name: _____

Business name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime phone: _____ Evening phone: _____

Email: _____ Website: _____

2) FREE BOOTH SPACE REQUIREMENT:

Type of Organization:

First Responder Agency; Supporting Agency; Healthcare; Utilities; Food;
 Other

Type of Booth

Information Only;
 Information & Give A-Ways;
 Give A-Ways Only; Type of Give A-ways _____, _____, _____
 Large Ticket items for Drawings; _____, _____, _____
 Other: _____, _____, _____, _____

Booth Requirements:

of 10' x 10' spaces requested _____
 Electricity required YES _____ NO _____
 Water required YES _____ NO _____

- You will be required to bring all necessary items to staff your booth (e.g. tables, chairs, canopy/tent)
- Your booth must be geared towards emergency/disaster preparedness, response, or recovery.
- If you are not present by 8:30 a.m., you lose your right to that booth space
- You must provide your own heavy duty extension cord and water hose with adapter.

- You will be responsible for cleaning up your area at the end of the event.
- **Booths that will be offering food or water will be required to submit a Temporary Food Establishment Permit Request to the City of Waxahachie – See the process on the attached information sheet (page 3 of this document). Suspense date is August 28, 2023.**

NOTE: There will be no sales by any organization. You may provide data sheets to the attendees for them to come to your business to discuss the purchase of your products at a later date. Available spots will be awarded on a “first-come” application submission.

3) Please list items you plan on bringing as give away items.

4) TENT: Are optional, you may provide your own for the 10' x 10' space. Event is on a concrete surface, stakes are not an option for securing tents. Please plan accordingly.

5) Application Submission: You can mail your application to Ellis County Emergency Office, 101 West Main Street, Ste B105, Waxahachie, TX 75165, or email your application to EMC@co.ellis.tx.us. Question pertaining to this event may be directed to: Ellis County Emergency Management Office at: 972-825-5199 or EMC@co.ellis.tx.us

GENERAL RELEASE OF LIABILITY: THE UNDERSIGNED HEREBY AGREES TO RELEASE AND TO INDEMNIFY AND HOLD HARMLESS ELLIS COUNTY AND ITS EMPLOYEES, AND THE CITY OF WAXAHACHIE AND ITS EMPLOYEES, TEXAS FROM THE LOSS OR DAMAGE TO THE UNDERSIGNED'S PROPERTY OR ANY PERSONAL INJURY WHICH HE/SHE OR ANY HELPERS MAY SUSTAIN WHILE SETTING UP OR PARTICIPATING IN THE 2016 ELLIS COUNTY PREPAREDNESS FAIR. The undersigned agrees to abide by the rules set forth by the Festival Committee. The Committee reserves the right to make the final interpretation of the rules and the acceptance or denial of vendors.

I understand that available spots will be awarded on a “first-come” application submission.

Signature: _____ Print: _____ Date: _____

INFORMATION SHEET

Date: Saturday, September 09, 2023

Time: 9:30 a.m. – 2:00 p.m. (Booths must be ready by 8:30 a.m.) Preparedness Fair is rain or shine.

Location: Waxahachie Old Town Square, Waxahachie, TX

1. Booths: Exhibitors may set up their booths on Saturday, September 09, 2023, between 6:00 a.m. – 8:30 a.m. If exhibitors are not present by 8:30 a.m., booth space may be reassigned. Booths must be self-sustaining, *there will be no tent stakes driven into the street or booth area*. All booths will be placed by the Preparedness Fair Committee. The decision of the Committee is FINAL.

2. Food Permits:

- a. Applications and requirements for all of the food vendors can be found in this link - https://www.waxahachie.com/departments/building_and_community_services/health_inspection.php .
- b. After the vendor fills out the proper application from the link above, they need to start the process online by using the portal information below, and we would recommend they start ASAP.
- c. For **Permitting**, try our Citizen Self Service(CSS) Portal. Copy and Paste the Link below to your browser to access the online portal: <https://waxahachietx-energovpub.tylerhost.net/Apps/SelfService#/home> (Once there select “Apply” Tab, then select “Permits All (51)”, then select “Permits”, Then will be able to select one of the permits that apply to you as seen from the list below in
- d. This allows the applicant the ability to:
 - i. Submit Applications and Payments Electronically
 - ii. Schedule Inspections Online
 - iii. Track the Status of Permits in Real Time
 - iv. Submit Plans and Receive Comments Electronically
- e. Once there, please select the appropriate health permit application for your business.
 - i. Health (Food Establishment) – Mobile Food Unit
 - ii. Health (Food Establishment) – New
 - iii. Health (Food Establishment) – Renewal
 - iv. Temporary Health (Food Establishment)
- f. For any questions, feel free to contact us or the health inspector, Me'Lony Jordan at mjordan@waxahachie.com.

3. Exhibitors must remain open until 2:00 PM. Move out & clean-up must be completed by 4:00 PM, September 09, 2023.

4. **Optional:** You may have your own door prize drawings. You are responsible for all supplies and for contacting the winners. These winners will not be announced.
5. **Placement:** Space is limited. No exclusives will be offered. We cannot guarantee which businesses will be near your booth. Booths are assigned on a first-come, first-served basis, but are not considered secure until a signed, completed form is returned to Ellis County Emergency Management Office.
6. **Parking:** Exhibitors are requested to park in the _____ parking lot.
7. The exhibitor agrees to assume and indemnify Ellis County and the City of Waxahachie and does hereby assume all risks, responsibilities and liabilities to losses, property damages or personal injuries resulting directly or indirectly from the installation, operation, maintenance, dismantling, and removal of exhibits and displays, and, therefore, the Ellis County and City of Waxahachie will have no responsibility.
8. By signing the registration form, you agree to comply with and abide by these rules and regulations.

Turn in registration form and keep this page for later reference. You can mail or drop off your application to Ellis County Emergency Office, 101 West Main Street, Ste B105 Waxahachie, TX 75165, or email your application to EMC@co.ellis.tx.us. Question pertaining to this event may be directed to: Ellis County Emergency Management Office at: 972-825-5199 or EMC@co.ellis.tx.us

For last minute emergency contact, phone number is 972-825-5199

The Ellis County Preparedness Fair is one of the best ways to showcase your business to the residents of Ellis County and surrounding areas.