

Vendor Pricing, Policies, and Operational Guidelines

Key Dates:

- **October 1st:** Vendor Booth Requests and Agreements Due
- **October 15th:** Deadline for Submission of Required Documentation and Proof of Liability Insurance Coverage (Encouraged to submit with application to expedite approval process)
- **November 8th:** Set-up for Heavy Equipment or Trailer Delivery
- **November 9th:** Car Show Operating Hours, 12:00 pm to 4:00 pm

Vendor Fee Details:

- **Food Trucks, Carts and Vendor Tables:** \$50
- **Veteran-Owned Organizations:** \$25
- **Hallmark University Faculty, Staff, Student or Alumni:** \$25
- **Non-Profit Organizations:** Free

Cancellations and Refunds Policy:

- Written cancellations must be emailed to events@hallmark.edu.
- No refunds for cancellations.
- Vendors who cancel prior to November 2, 2024, may reserve a spot for the following year only or donate their fee to Hallmark University's general fund.
- The event will proceed rain or shine, with no credits or refunds for weather-related issues.

Vendor Area and Equipment:

- The event will feature a diverse selection of food vendors to minimize overlap.
- Family-friendly menu items are encouraged, with clear pricing and payment options.
- Vendors must provide their own booth, canopies/tents, service tables, chairs, and equipment.
- Food vendors must supply operational items including appliances, extension cords, service ware, trash receptacles, and handwashing stations.
- Only pre-approved items may be sold.
- Hot items should be kept away from canopies and plastic coverings.
- Report any accidents to the Vendor Coordinator.

Sales Policy:

- Vendors are responsible for managing and collecting payment for their sales.
- The VA Car Show organizers will not be responsible for on-site vendor payment processing.

Electricity and Cooking Procedures:

- Electricity is available at some locations and must be requested in advance.
- Generators are allowed in certain areas with prior authorization.
- Quiet generators are permitted only in pre-approved locations.
- All electrical wiring and appliances must be UL Listed.
- Vendors must provide heavy-duty extension cords and plug strips with circuit breakers.
- Electrical outlets must be safeguarded from moisture.
- Approved fuels include wood, charcoal and propane.
- Sternos may be used for warming.
- Charcoal or wood-fueled appliances should not be placed under tents or canopies.

Storage, Refrigeration, and Sales Tax:

- Supplies must be kept inside or directly behind booths.
- Permission is required to park supply trailers or refrigerators outside.
- Hallmark University will not provide refrigeration facilities.
- Vendors are responsible for all collection of applicable taxes.
- A Sales Tax Certificate must be displayed onsite.
- For tax permits and information, visit the State Comptroller's website or call 1-800-252-5555.

Insurance, Permits, and Health & Safety:

- Proof of liability insurance listing Hallmark University and the VA Car Show as additional insured is required, with the certificate due by October 15th.
- The vendor space fee does not cover health and fire permit costs.
- Mobile carts and food trucks must provide their own permits with the insurance certificate.
- Hallmark University will obtain a Temporary Food Establishment Permit for non-truck food vendors.
- Vendors must provide and maintain a hand-washing station within their booth space, set up according to the San Antonio Metropolitan Health District's self-inspection checklist. For more information and specific instructions on setting up your hand-washing station, please visit the [Metropolitan Health District - Temporary Food Establishment Requirements](#) website.
- Vendors must comply with San Antonio Metropolitan Health District guidelines regarding [Food Handler Safety and Booth Sanitation](#).
- Each booth must have at least one 2A 10 B, C fire extinguisher with a current inspection sticker or proof of new status.
- A K-type extinguisher is required for deep fat fryers with an area of five cubic feet or more.

Signage, Smoking Policy, and Event Operations:

- Vendors may bring promotional banners and should display menu items, prices, and payment options.
- The VA Car Show is a smoke-free event; smoking and vaping are prohibited.
- Set-up begins at 7:30 am on November 9th and must be completed by 11:00 am.
- Food trucks have access 3 hours before the event and must be removed from the premises within one hour after the event ends unless prior arrangements are made.
- Vendors must operate from 12:00 pm to 4:00 pm.
- Vendors may start breaking down 15 minutes before the event ends.
- Load-out vehicles may enter the loading area only after the booth is packed and authorized by staff.

Trash and Recycling:

- Commercial dumpsters will be provided for solid food waste.
- Recycling for cardboard, aluminum, and plastics will be available onsite.
- Wastewater dumping is allowed only in designated areas.
- Vendors must arrange for grease recycling and bring their own trash containers and bags.