

2026 CITY OF ROANOKE VENDOR POLICY AND GUIDELINES

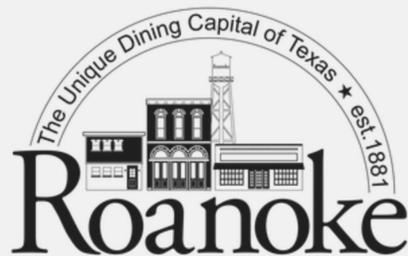


TABLE OF CONTENTS

- Vendor Events..... **3**
- Event Photos..... **4**
- Vendor Selection..... **5**
- Payments and Refunds..... **6**
- Booth Information..... **7**
- Food Vendors..... **8**
- Parking and Operations..... **9**

TASTE AND TUNES ON OAK STREET



**Saturday,
May 2nd**



**12:00 PM -
9:00 PM**



**City Hall Plaza &
Downtown Roanoke**



10,000+



JULY 3RD ALL AMERICAN FIREWORKS & FESTIVAL



**Friday,
July 3rd**



**5:00 PM -
10:00 PM**



City Hall Plaza



15,000+



CELEBRATE ROANOKE



**Saturday,
October 10th**



**12:00 PM -
10:00 PM**



**City Hall Plaza &
Downtown Roanoke**



15,000+



HOMETOWN HOLIDAY



**Saturday,
December 5th**



**2:00 PM -
7:00 PM**



**City Hall Plaza &
Downtown Roanoke**



10,000



July 3rd All American Fireworks & Festival



Fishing in the Park



Evenings on Oak St.



Veterans Day Parade & Car Show



Roanoke Roundup



Celebrate Roanoke



Breakfast with Santa



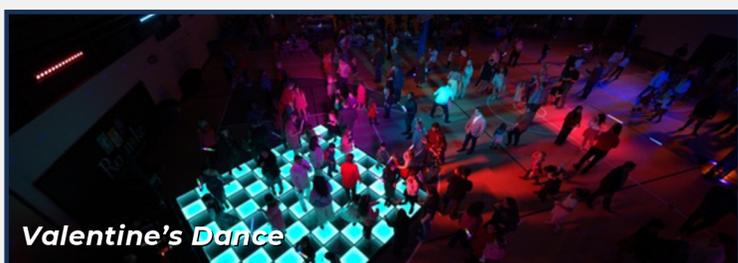
Eggapalooza



Trick or Treat on Oak St.



Hometown Holiday



Valentine's Dance

VENDOR SELECTION

- In addition to a completed application, vendors must submit all required paperwork for the application process to be considered complete and to be considered for event participation.
- All applications and required paperwork must be received on or before the event application deadline.
- The following items must be completed and received for the application process to be considered finalized:
 - **COMPLETED APPLICATION**
 - **CURRENT PHOTOS OF PRODUCTS & DISPLAY**
 - **NOTARIZED HOLD HARMLESS AGREEMENT** - if not previously completed within the last 12 months.
 - **FOOD AND BEVERAGE SALES** - Any vendor selling any type of food is required to submit a Health Inspection Temporary Permit application (see below).
 - **TOTAL VENDOR FEE**

PLEASE NOTE: REGISTRATION AND PAYMENT DO NOT GUARANTEE ACCEPTANCE.

- The City designates a limited number of booth spaces for retail, food, commercial, and non-profit vendors. Selection criteria include product quality, suitability, appearance, alignment with the event theme, and past participation, among other factors. Vendor selection is at the sole discretion of City of Roanoke officials.
- Local businesses in Roanoke are encouraged to participate in City events. While preference may be given to these businesses, acceptance is not guaranteed.
- Approved vendors will receive an email within five days of the festival date, detailing booth assignments and setup instructions.
- The policies outlined herein apply to all City of Roanoke, Texas events unless otherwise specified in event materials. By submitting a vendor application, the applicant and their associates agree to follow all festival rules and regulations, understanding that failure to comply may result in removal without a refund. Additionally, the applicant waives all claims, damages, or legal actions against the City of Roanoke, its officials, employees, and representatives regarding application processing or event participation. To the extent permitted by Texas law, the applicant agrees not to pursue legal action against the City or its representatives.

VENDOR PAYMENT & NOTIFICATION

- All vendors are required to submit full payment at the time of application through Eventeny. **Please note that submission of payment does not guarantee acceptance into the event.** Vendors will be notified of their acceptance or rejection via email through Eventeny. Vendors who are not accepted will receive a full refund of all event-related fees.
- All approved vendor fees—excluding Temporary Food Permits—will be charged to the credit or debit card on file with Eventeny. Payments that fail due to insufficient funds will incur an additional \$25.00 processing fee.

CANCELLATIONS & REFUND POLICY

- The City of Roanoke, Texas, reserves the right to cancel an event due to low enrollment or other circumstances that render the event non-viable. If an event is canceled and no rescheduled date is provided, registrants will receive a full refund. The City will make a good faith effort to establish a make-up date, and participant registrations will be transferred accordingly.
- In the case of inclement weather, the City of Roanoke follows the recommendations of the City Emergency Services team. If an event is canceled before the start time or if City offices close due to weather, participants will be notified via email, and updates will be posted on the City’s website and social media pages. Registration fees will be transferred to the make-up date, if applicable, or refunded.
- Unless otherwise stated in registration materials, the City does not issue refunds for personal scheduling conflicts or unforeseen circumstances. In cases of illness or emergencies, the City will make every effort to transfer funds to the next scheduled event. If possible, please notify the City of any emergency-related cancellations at least 72 hours before the event date.
- Refunds will not be issued for no-shows or scheduling conflicts. Cancellation and refund requests must be submitted in writing by the attendee or the original payment holder and must include the attendee's name and transaction details. Refunds will be processed using the original payment method.
- Vendors who fail to attend an event without prior written notice may be excluded from future events.

Refund Schedule

- >21 days prior to event: 100%
- 14-21 days prior to event: 50%
- Less than 14 days: No refund

BOOTH SIZES AND FEES:

- Vendor booth spaces are available in the following sizes:
 - 10x10 ft
 - 10x20 ft
 - Food truck space
- Fees vary based on event type, selected add-ons, vendor category, booth size, and anticipated attendance.

BOOTH SETUP:

- Unless rented from the City of Roanoke, vendors must provide their own tents, tables, chairs, and other accessories.
- Each tent must be secured with a 25 lb. weight per leg.
- Vendors are encouraged to bring battery-operated LED lights for their booth.

PRODUCT GUIDELINES:

- Only items approved on the vendor application may be sold.
- All products must be family-friendly.
- Merchandise exclusivity is not guaranteed. The City will make reasonable efforts to separate vendors with similar products, but some overlap may occur.
- Vendors selling CBD products ARE allowed. Products that contain THC or any similar psychoactive derivative are NOT allowed to be sold or handed out.

SALES & TAXES:

- Vendors retain 100% of their sales unless otherwise agreed upon.
- Vendors are responsible for collecting and reporting sales tax using a Texas State Sales Tax ID#. Sales must be reported as occurring in Roanoke, Texas.
- For tax-related inquiries, contact the Texas Comptroller at 1-800-252-5555.

ELECTRICITY AND POWER REQUIREMENTS:

- Electricity must be requested and purchased in advance on the vendor application and is assigned on a first-come, first-served basis.
- Not all booths or events have access to electricity.
- If electricity is provided at an event, vendors will receive one standard 110v outlet (if available). Vendors are responsible for providing their own power for anything requiring 220v or higher power draws (20-amp and up).
- Use of personal generators must be approved by event staff prior to the event. Generators must be quiet, well-maintained, and in good working order. Generator placement must minimize disruption to other vendors, local businesses, and event attractions.
- If electricity is provided, vendors must provide a 100' extension cord and any necessary power strips.

FOOD VENDORS

EVENT & SETUP REQUIREMENTS:

- Food vendors must comply with all health, safety, fire and event rules regulations as required by the City of Roanoke.
- Food vendors may operate from a food truck, trailer, or a fire-retardant/resistant 10x10 or 10x20 tent.
- Only menu items submitted and approved on the application form may be sold at the event. Menu exclusivity is not guaranteed.
- Vendors must provide the exact dimensions of their food truck and/or trailer on the event application.
- If bringing a trailer, there is no guarantee that space will be available to keep the tow vehicle hitched during the event.

PERMITS & INSPECTIONS:

- All food vendors must submit a Health Inspection Temporary Permit application at least two weeks before the event. Documents and questions can be sent to permits@roanoketexas.com.
- IF DETERMINED THAT YOU DO NEED AN INSPECTION, you will be asked to pay an **additional \$100 permitting fee**. Tarrant County permits do not apply in Denton County.
- Food trucks or trailers equipped with vent hoods must be inspected by the City of Roanoke Fire Marshal a minimum of two weeks prior to the event. Proof of inspection must be submitted in the online application. To schedule an inspection, call (817) 491-2301.
- Vendors are responsible for ensuring they have all required permits, licenses, and certifications necessary for their operations.
- The City of Roanoke adheres to Texas Cottage Food Laws. However, if providing samples, Cottage Law vendors might be required to pay the inspection fee.

SANITATION & WASTE DISPOSAL:

- Food vendors are responsible for maintaining a clean and sanitary booth space at all times.
- All grease, gray water, and food waste must be disposed of properly. Dumping grease or waste in public areas, drains, or trash bins is strictly prohibited.
- Vendors must provide their own trash receptacles and bags for waste generated within their booth space.

FIRE SAFETY & EQUIPMENT:

- Vendors using cooking equipment with an open flame, fryer, or grill must have a functional fire extinguisher (Class K for grease fires, ABC for general fires) on-site.
- All propane tanks must be securely stored and comply with fire safety codes.

All exhibitors must conduct themselves in a professional and orderly manner in accordance with this agreement. Illegal substances and weapons are strictly prohibited within the booth space or on a vendor's person. Any unruly behavior, failure to comply with event rules, or use of foul language may result in immediate removal without a refund and potential exclusion from future events.

OPERATIONS:

- Vendors must set up and tear down only at designated entry points during the times specified by the City of Roanoke.
- Moving street barricades is unlawful.
- Vendors are responsible for their own loading and unloading; personnel or equipment will not be provided. It is recommended that vendors bring a dolly or wagon for ease of transport.
- Booth spaces may not be moved or switched without prior approval from event management.
- All sales, displays, signage, and additional furnishings must remain within the assigned booth space. Business activities outside of the booth area are not permitted.
- Vendors must remain open and operational for the entire event duration. Early teardown may result in exclusion from future events.
- After the event, vendors must wait for clearance from the Roanoke Police Department before bringing vehicles onto event grounds. Booths must be fully packed up and ready to load before vehicles are permitted entry.
- Vendors are responsible for properly disposing of food waste, trash, and any booth-related debris. Failure to maintain a clean space may result in exclusion from future events.
- The City of Roanoke is not responsible for damage or theft of vendor property or belongings.

PARKING:

- Vendors will receive an event parking map. However, there is no designated vendor parking area.
- Vehicles cannot remain parked on event grounds or directly behind booths during the event.
- Vendors with oversized vehicles (e.g., box trucks) must notify event staff in advance to coordinate parking.
- Unauthorized or unattended vehicles will be towed at the owner's expense.



CONTACT INFORMATION

For questions, email
specialevents@roanoketexas.com.