



FOOD VENDOR APPLICATION

McAllen Public Library is now taking applications for retail, food, commercial, and non-profit vendors for the 2024 World Languages Festival Market.

Event Location: Main Library | 4001 N. 23rd Street, McAllen, TX 78504
Event Date: Saturday, March 23, 2024
Event Hours: 12:00-3:00PM Set-Up Time: 10:00AM Breakdown Time: 3:00PM

Non-Refundable Entry Fee: 10% of Gross Sales
Application Deadline: Tuesday, March 5, 2024

Company/Organization Name: _____

Contact Person | First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone #: _____ Cell Phone #: _____

Email Address: _____

Choose One:

- I have a food truck and require parking for my truck. Do you require more than 2 hours of set-up
I require a booth space. I require water to be supplied (food truck vendors only)

Identify the food items vendor will be selling below:

Identify the beverage items vendor will be selling below:

Empty box for listing food items

Empty box for listing beverage items

Vendors must provide their own set up to include table, chairs and canopies. Must set up 1 hour before start of event and breakdown their own space.

Food Vendor Rules:

email: referencelibrarian@mcallen.net
4001 N 23rd Street, McAllen, Texas 78504

- NO firearms, knives, ammunition, tasers, laser pointers, lighters, tools, food, flammable or any hazardous materials allowed.
- One booth may NOT be shared by two different businesses or vendors.
- Submitting application does not guarantee you a spot in the event.
- No electricity will be provided .
- Water source provided in limited locations only.
- Any soaps, perfumes, creams, oils & lotions that may come in contact with a person must follow health permitting guidelines.
- Distribute product samples and information within your table front space or food truck location only.
- All food vendors must dispose of cooking oils, excess foods or any other substances deemed to damage the environment or grounds. All restaurant food waste should be discarded by the vendor, off MPL property as described by state and city laws.
- Smoking or Alcohol consumption is prohibited by vendors &/or their representatives.
- Non-complying vendors will be asked to remove unapproved products or may be asked to leave the premises and may be permanently banned as vendors.
- Follow labeling requirements from the State of Texas, which must label all products with the following information: 1. Contact information: address, phone # and/or email address 2. Contents: Name of item should include common and usual name 3. List of ingredients according to weight. 4. Eight common allergens. Cottage law vendors must indicate on product labels this statement: This product is not inspected by any state of Texas or local health department. Find detailed information here: <https://www.dshs.texas.gov/foods/labeling.aspx>
- Laws, regulations, and rules put forth by the federal, state, city, or county government must be followed by all vendors.

Before the event:

- Vendors must set up no later than 1 hour before time of event and no more than 2 hours before the event.
- Only generators at or below a decibel level of 60 are permitted at the market to minimize noise pollution.
- Payment will be taken after the application has been approved for event.
- Approved vendor must obtain a vendor permit from City of McAllen 2 weeks prior to the event.
- **Approved vendor must send copy of proper permits, certifications, licenses, etc. by Saturday, March 16, 2024 by 6pm either by email at referencelibrarian@mcallen.net or drop-off to Main Library located at 4001 N 23rd Street, McAllen, Texas 78504.**
- Deadline to submit application is **Tuesday, March 5, 2024 by 7pm.**

During the event:

- Vendors must completely clean their booth space at the end of market.
- Vendors should prepare for all types of weather including cover for rain or sun and weights for winds. No refunds or discount in fees will be given in the event of inclement weather or lack of business due to the weather.
- Vendors must contribute to accessibility at the market by clearing a fire lane and maintain an ADA pathway.
- No disruptive or aggressive marketing is permitted at market.
- Vendors must be ready to sell no later than 15 minutes before market open. No driving within market boundaries is permitted 30 minutes before market opens and until 15 minutes after the close of market.