



Dear Arts in the Square Applicant:

Frisco Square invites you to apply for participation in Arts in the Square to be held March 31-April 1, 2012. You must participate in both days. This event will be open to the entire community.

Due to the volume of applicants and limited space, food vendors will be accommodated on a first-come, first-served basis. Submission of an application does not guarantee acceptance. The Frisco Square staff reserves the right to select or refuse food vendors at its sole discretion.

For an application to be considered, the following items must be completed and enclosed:

- 1) Application
- 2) Hold Harmless agreement
- 3) Photograph of your display – digital photos and color photocopies are accepted
- 4) Health permit must be obtained and paid for directly through the City of Frisco. Please allow 2 weeks for submission and approval. City of Frisco is located at 6106 Frisco Square Blvd, Frisco, TX 75034 on the 3rd floor.

Incomplete forms will not be accepted.

Applications and photographs become the property of Frisco Square. There is no refund for inclement weather. Arts in the Square will be held outdoors. **The 10” x 10” areas are located outdoors so all set ups will need to be taken down each evening unless you want to leave at your own risk, there will be NO security on Friday night.**

As a Frisco Square food vendor, you must register by Feb. 15, 2012 to participate. No vendor is allowed to set up until they have registered with the Frisco Square staff. Your table must be ready for business by 10:00am on Saturday and 10:00 am on Sunday and staffed until Arts in the Square is over at 6:00 pm on Saturday and 6:00 pm on Sunday. Absolutely no dogs, cats, or pets of any kind will be allowed with food vendors on the Frisco Square grounds at any time.



Official Vendor Application

Please PRINT or TYPE neatly.

Business Name: _____

Contact Name:

Mailing Address: _____

City, State, Zip:

Daytime Phone: _____ Alternate Phone: _____

Email: _____

Website (if applicable): _____

Booth (10' x 10') @ \$300.00 (for the weekend) \$ _____

Total Amount Enclosed \$ _____

*Required: List menu items that you are selling during Arts in the Square in the space below. Please be specific and include price range.

Cash, cashier's checks, or money orders will be accepted no later than February 15, 2012. No personal checks will be accepted.

Miscellaneous Information:

Frisco Square will not assume responsibility for damage or theft of your property. Vendor is responsible for submitting all applicable taxes directly to the proper agency. No water is available. All sale and display items must be contained within assigned area.

Please note: Submission of an application does not guarantee acceptance. Frisco Square reserves the right to approve products. We will not offer any exclusives in products except for those pertaining to Frisco Square tenants.

Arts in the Square Hours:	March 31	11:00am – 6:00 pm
	April 1	11:00am – 6:00 pm

Check in with Frisco Square staff is required before you set up

Set up is 2 ½ hours prior to start time

Vendors must be in place by 10:00am on Saturday and 10:00 pm on Sunday.

Teardown begins at 6 pm and must be completed by 8:00 pm Sunday.

All trash must be disposed of as directed in trash receptacles.



Vendor Checklist:

- _____ **Hold Harmless agreement signed**
- _____ **Photos of items to be sold (digital photos and color photocopies are acceptable)**
- _____ **Completed application (on file until February 15, 2012)**

I have read and understand the policies and procedures for Arts in the Square. I agree to follow all rules and regulations set forth by the Frisco Square staff and understand that failure to do so can result in immediate expulsion without refund. I will have no dogs, cats, or pets of any kind, illegal substances, alcohol or weapons on my person, my tables, or my vehicle during Arts in the Square.

Signature

Date

Mail or deliver applications to:

Arts in the Square
Frisco Square
8874 Coleman Boulevard
Frisco, Texas 75034
Attn: Paige Scheer

Cashier's Checks, Money orders Payable to:
Behringer Harvard Frisco Square Marketplace, Inc.



Arts in the Square Vendor Policies and Regulations

Arts in the Square Hours:	March 31	11:00am – 6:00 pm
	April 1	11:00am – 6:00 pm

- **Deadlines and Payment Information:**
 - Rate is \$300 per 10' x 10' space for the weekend first come first serve.
 - Contracts must be signed and returned, along with payment in full, **no later than February 15, 2012**. Please make checks payable to Behringer Harvard Frisco Square Marketplace, Inc. and mail to Paige Scheer, 8874 Coleman Blvd. Frisco, TX 75034. Frisco Square accepts, cash, money orders or cashier checks only.
- **Vendor Information:**
 - Booth space will be assigned in advance of Arts in the Square, based on the order in which the signed contracts and payments were received. An effort will be made to separate vendors selling similar products. However, all area assignments are final and no changes will be made during the set-up process for any reason.
 - Vendors may use their own tables and chairs. Vendors may provide dividers of their own, etc.
 - Vendors will be responsible for setting up their own 10' x 10' area and for providing their own dollies/carts.
 - Vendors must tear down each evening; anything left overnight will be at your own risk.
 - Vendors will be responsible for their own cash box and receipts. Vendors will be responsible for collecting and making payment of all taxes.
 - Vendors must be in place by 10:00 am on Saturday and 10:00am on Sunday. **NO EXCEPTIONS.**
 - Immediately after unloading, vehicles must be moved from the loading area to the city parking lots located on the East and West sides of the Frisco Square buildings.
 - Vendors must staff their space until Arts in the Square is over and may not leave early.
 - Food and beverage sold, vendor must submit and pay for a Health permit directly with the City of Frisco and await approval. Pre-packaged food does not require a health permit. (No samples can be given out), City requires a 2 week lead time.
 - We have very limited electricity available.
 - Vendors must dispose of all trash according to the City of Frisco regulations. All recyclables in the "blue" carts and trash in the "green" carts.
 - Please visit www.fricosquare.com for complete list of events associated with Arts in the Square.
- **Contacts:**
 - If you have any questions or need additional information, please contact Paige Scheer at paige@scheermattlage.com.

Any vendor in violation of these policies will be permanently removed from the Arts in the Square and no refund will be given.



**Hold Harmless and Indemnity Agreement
Arts in the Square At Frisco Square
March 31-April 1, 2012**

I, _____, the Undersigned, binding my heirs, executors, administrators, estate and assigns, do hereby agree to completely and wholly release, indemnify and hold harmless Frisco Square Development Ltd., Behringer Harvard Frisco Square, LP, BH FS I, LLC, BHFS II, LLC BH FS III, LLC BH FS IV, LLC, City of Frisco, Behringer Harvard Frisco Square Marketplace, its officers, agents, independent contractors, and employees for any and all claims, damages, harm, personal injury, including death, property damage, lawsuits and judgments, including court costs, expenses and reasonable attorney's fees, and all other expenses resulting from the activities, programs, and events occurring on the above-stated date of the stated Arts in the Square in Frisco, Texas.

It is the understanding of all parties that this release, indemnity, and hold harmless agreement shall apply whether or not the claims, damages, harm, personal injury, including deaths, property damage, lost or stolen property, merchandise or money, lawsuits, judgments', court costs, attorney's fees or any other expense arise from the negligence of whatever nature, omissions, willful or intentional acts of the vendors or vendor's officers, agents, employees, independent contractors, other representatives, invites, licensees, or guests.

If this vendor is other than an individual, vendor certifies, warrants and represents that the individual whose signature appears below is duly authorized to execute this Agreement on behalf of the firm, corporation, partnership or other entity who is the vendor.

IN WITNESS WHEREOF, this Agreement has been executed this _____ day of _____, 200__.

Vendor: _____

Signature: _____

Printed Name: _____

Title: _____