



MARDI GRAS PORT ARTHUR • FEBRUARY 5, 6, 7, 2027 DOWNTOWN PORT ARTHUR

Dear Prospective Concessionaire/Vendor: We appreciate your interest in being a vendor at Mardi Gras Port Arthur 2027.

The Port Arthur Convention & Visitors Bureau is excited to bring Mardi Gras Port Arthur to downtown Port Arthur for a family-friendly, three-day celebration by Port Arthur and supported by the City of Port Arthur.

Applications must be submitted to the Port Arthur Convention & Visitors Bureau for approval. We hope to offer exciting diversity in foods so it is successful for all participants.

WHEN APPROVED AS A CONCESSIONAIRE/VENDOR, THE FOLLOWING GUIDELINES WILL APPLY.

GUIDELINES FOR MOVE IN: Concessionaire set up will be in two groups starting Thursday, 2/4/27 from noon- 5 p.m. and Friday, 2/5/27 from 8 a.m. - noon. Please arrive at your designated time; early set up will not be allowed. Pull in, drop trailer and remove vehicle. Vehicles will not be permitted to park inside the gated area. Once the vehicle is removed, you may enter and work at your booth. On Friday, 2/5/27, concessionaires must be completely set up and ready by noon for inspection by the city. Vendors must be operational by 4 p.m. on opening day. You will be notified of your group once the application is approved. Requests will be accommodated, if possible.

GROUP 1: Thursday 2/4/27 start at noon

GROUP 2: Friday 2/5/27 start at 8 am

GUIDELINES FOR INSPECTIONS: Inspections for all vendors will be done on Friday 2/5/27, from noon – 4 p.m. You or a representative must be in your booth when they arrive in order to receive the inspection. Inspection is required to operate and receive your vendor wristbands. All concessionaires must comply with all guidelines of the City of Port Arthur Health Department, Environmental Health Division and City of Port Arthur Fire Marshal's Office. Health Inspection Permit Applications must be obtained and approved by the City of Port Arthur Health Department located at 5860 9th Avenue, Door 4, in Port Arthur. Food Trucks/ Mobile Food Vendors must obtain a state-issued mobile food vending license in accordance with the new law, effective 7/1/26. Find more information at mobilefoodvendor@dshs.texas.gov. If you have questions, contact the Fire Marshal at (409) 983-8737 or fireprevention@portarthurtx.gov.

Just to cover a few common concerns: Water will be provided to a nearby location, so it is suggested to bring a 50 ft water hose. Basic electrical will be provided - 110 or 220 - please see application. Electrical power will be available by noon on Thursday (2/4/27), and overnight security will be provided. Concessionaires are required to bring a trash can and dispose at the nearest dumpster each evening.

Please note, all concessionaire trailers will be required to park horizontal to the curb (see attached diagram). Space will be 20' x 10' unless otherwise agreed upon. If you are unable to comply, please call to discuss an alternate location, if available. We cannot accommodate an end-facing vending unit, due to city requirements. Please return application for approval. Once approved, payment will be due within 30 days of notice. Upon payment, we will assign space, group number and location(s). We are looking forward to a fabulous Mardi Gras Port Arthur in 2027.

Sincerely,

Tammy Kotzur

*Executive Director, Port Arthur Convention
and Visitors Bureau*

tammy@portarthurtexas.com • 409.985.7822





2027 VENDOR APPLICATION

**MARDI GRAS PORT ARTHUR
FEBRUARY 5, 6, 7, 2027**



DEADLINE NOVEMBER 1, 2026 OR UNTIL FOOD VENDOR SLOTS INSIDE GATED AREA ARE FILLED
Inside the Mardi Gras Port Arthur designated area

Concession Name _____

Owner Name _____ Email _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work _____ Cell _____

Texas Sales Tax Permit # _____
(Required at the time of application – This information is verified.)

SPACE#
Office use

I have read and agree to the Terms and Conditions of the Food Concession Agreement.

Signature _____

INFORMATION/DESCRIPTION OF VENDING UNIT

Type of Vending Unit: ☐ Trailer ☐ Booth ☐ Tent ☐ Food Truck ☐ Other _____

Overall Length _____ Width _____ Height _____

Removable Tongue: ☐ Yes ☐ No Vending Window: ☐ Side ☐ Front ☐ End

Will grease/cooking oil be used? ☐ Yes ☐ No Disposal method to be used: _____

Electrical requirements: ☐ 110V ☐ 220V _____

You will be provided with one 110 volt or 220 volt connection. Any additional hook-ups, if available, must be approved by Port Arthur Convention & Visitors Bureau/City of Port Arthur and will be at the expense of the Concessionaire.

SPACE SIZE INCLUDES THE TONGUE OF THE VENDING UNIT. ADDITIONAL SPACE MAY BE REQUESTED AND APPROVED, IF AVAILABLE. ELECTRICITY PROVIDED NEARBY.

VENDOR FEES

20' x 10' Vendor Space Fee **\$500.00 For Profit** \$ _____

\$400.00 501C3 \$ _____

Total payment will be due within 30 days of application approval \$ _____

**Vendors must obtain an inspection from the Port Arthur Health Department, this is included in the fee.*

Complete and return the application and Food & Beverage agreement to:

Port Arthur Convention and Visitors Bureau

3401 Cultural Center Drive • Port Arthur, TX 77642 • 409.985.7822 • tammy@portarthurtexas.com



FOOD/BEVERAGE ITEMS AGREEMENT

MARDI GRAS PORT ARTHUR • FEBRUARY 5, 6, 7, 2027



EVENT TIMES:

Friday 2/5/27 6:00 pm – 11:30 pm
Saturday 2/6/27 12:00 pm – 11:30 pm
Sunday 2/7/27 12:00 pm – 7:00 pm

- Food items should be listed in the order of priority
- Menu selection limited to 6 main items
(no exclusive on any product)
- Be specific about product name (type) and price.
- No menu or price changes permitted once application submitted.
- Disposal and removal of grease/cooking oil is the responsibility of vendor.
- Water will be provided to a central location.
BRING A 50 FT HOSE.
- **BRING A TRASH CAN.**

Product #1 _____ Price _____

Product #2 _____ Price _____

Product #3 _____ Price _____

Product #4 _____ Price _____

Product #5 _____ Price _____

Product #6 _____ Price _____

Vendors may sell non-alcoholic beverages of their choice. Please list non-alcoholic beverages that will be sold.

Product #1 _____ Price _____

Product #2 _____ Price _____

Product #3 _____ Price _____

Product #4 _____ Price _____

Product #5 _____ Price _____

ICE WILL BE AVAILABLE FOR VENDORS TO PURCHASE STARTING FRIDAY 2/5/2027 AT NOON.

NO REFUNDS • NO EXCEPTIONS

- All vendors applications are subject to review and approval by the Port Arthur Convention & Visitors Bureau.
- Vendor must stay open the duration of the event.
- Product availability is limited to 6 of the same items within the gated area or at the discretion of the PACVB.
- Space is exactly 20' x 10', if you need larger call to check availability
- **Vendor must park horizontal to the curb.**

Return agreement and Tax ID to reserve space by deadline. Full payment will be due 30 days from application approval and no later than 12/1/2026. Application not accepted without Texas Sales Tax number.

Return to: **Port Arthur Convention and Visitors Bureau**
3401 Cultural Center Drive • Port Arthur, TX 77642 • 409.985.7822 • tammy@portarthurtexas.com



2027 FOOD CONCESSION AGREEMENT

MARDI GRAS PORT ARTHUR • FEBRUARY 5, 6, 7, 2027



EVENT TIMES:

Friday 2/5/27	6:00 pm – 11:30 pm
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VENDOR FOR PROFIT FEE: \$500.00 • NON PROFIT/ \$400.00 501c3

IT IS HEREBY AGREED THE UNDERSIGNED, AS A LICENSEE, WILL BE RESPONSIBLE FOR THE OPERATION OF A CONCESSION BOOTH INSIDE THE DESIGNATED GATED AREA.

Concessionaire shall pay to Port Arthur Convention & Visitors Bureau, within 30 days of application approval, a vendor fee of either \$400.00 for 501c3 or \$500.00 for a vendor for-profit to secure a space location. Concessionaire agrees payment is non-refundable.

Full payment is required within 30 days of application approval.

Concessionaire agrees this is not an exclusive concession contract and that Port Arthur Convention and Visitors Bureau shall enter into other concession contracts with other parties and that PACVB has exclusive rights to all alcoholic beverages. No alcoholic beverages may be sold or distributed by vendors other than the PACVB designated provider of alcoholic beverages.

CONCESSIONAIRE AGREES TO THE FOLLOWING TERMS AND CONDITIONS:

- Maximum of six primary products for sale and should only display approved menu items & approved prices at the event.
- Sell only APPROVED food item (s) listed on the Vendor Agreement and at the prices stated on contract. NO changes without approval by the PACVB.
- May not sub-lease space under any circumstances.
- Space location and placement is at the discretion of PACVB.
- Concessionaire is responsible for collection / reporting of sales tax. A Texas Sales tax number is required at time of application. Texas State Comptroller's office / 800-252-5555.
- Responsibility for obtaining all items required by governmental agencies required to operate lawfully are concessionaires' responsibility.
- Must follow the City of Port Arthur guidelines for disposal of gray water - written copy is attached. Vendor is responsible for disposal of grease or cooking oil. Failure to dispose of properly may result in expulsion from the event and jeopardize future invitations.
- Concessionaire agrees to remain open for operation during the times stated above. Early closure is prohibited.
- All vending units, trailers, equipment, trash, etc. must be removed no later than the following day after the event is over.



2027 FOOD CONCESSION AGREEMENT [CONTINUED]

- Furnish Port Arthur Convention and Visitors Bureau (PACVB), a certificate of insurance with PACVB named as additional insured, evidencing that concessionaire has comprehensive liability coverage including products liability to PACVB, against bodily injury and death with limits of \$500,000.00 per occurrence in conjunction with Mardi Gras. Concessionaire shall not be permitted to enter the premises or operate without required insurance.
- Concessionaire agrees to indemnify and hold harmless, PACVB, City of Port Arthur and its officers and directors, causes of action or damage of any kind, for injury to, or death of any person and/or damages to property arising out of the use and operation of this concession booth by Concessionaire, its agents, vendors, contractors, employees and/or participating members. This agreement to indemnify and hold harmless PACVB, and the City of Port Arthur specifically extends to any acts of omission or negligence on the part of the above, its officers, directors, employees and agents.
- PACVB will provide Vendor wristbands for admission to the event upon completion of all inspections. Vendor wristbands are limited to necessary workers only and must be worn for admittance. A reasonable number of wristbands will be approved by the PACVB.
- Booth space is 20' length (curbside) x 10' deep including the tongue vending unit. Additional space may be requested and approved, if available, see Vendor application.
- Electricity will be provided nearby vending space. Special electrical needs will be at the expense of the Concessionaire.
- Water will be provided to a nearby location. Vendors should bring a minimum of 50 ft. hose to reach the connection.
- All fixtures required to operate are the concessionaire's responsibility. All LP gas tanks & valves shall be in good working condition and able to pass inspection before permit is issued. All extension cords used to conduct electricity shall be in good condition.
- All booths or trailers shall provide a minimum of one (1) five-pound (2A10BC rating) ABC type portable fire extinguisher. All fire extinguishers shall have a current year inspection by a state licensed company. If grease/ cooking oil is being used to fry/cook, a Type K extinguisher must also be available and should have valid inspection. In addition, if cooking inside a mobile food vehicle must have a type 1 hood with an extinguishing system. Any questions on fire extinguishers or fire protection can be directed to the Fire Marshal's Office (409) 983-8737.

Failure to comply with any / all conditions will result in immediate expulsion from the event and may jeopardize future invitations.



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EVENT TIMES:

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RULES AND REGULATIONS

All concessionaires must comply with all guidelines of the City of Port Arthur Health Department, Environmental and Consumer Health Division (409) 983-8807, (409) 983-8806, (409) 983-8822.

WATER: Enough potable water should be available in the establishment for food preparation, for cleaning and sanitizing utensils and equipment and for hand washing. A heating facility located on the premises and capable of producing enough hot water for these purposes shall be required.

For concessionaires with food items, there will be no washing of utensils, pots, grills, etc. on the grounds or dispose of this water on the grounds. No exceptions. This must be done inside the booth in the sink system as required by the City of Port Arthur Health Department.

EQUIPMENT: Shall be located and installed in a way that prevents food contamination and that also facilitates cleaning the establishment. Food-contact surfaces of equipment shall be protected from contamination by consumers and other contaminating agents. Where helpful to prevent contamination, effective shields for such equipment shall be utilized.

WASTE: All sewage, including liquid waste, shall be disposed of according to guidelines established by the City of Port Arthur Health Department.

GREASE DISPOSAL: Each vendor is responsible for removal and proper disposal of grease. No exceptions.

OPERATIONS: Vending booth(s) must be manned at all times as stated in the contract. It is expressly understood that all vehicles shall be removed by 12 noon on Friday and the Concessionaire shall be ready for operation by 5 p.m. on the opening day of the festival. Inspections will be conducted from noon until 4 p.m. on Friday, 2/6/2027.

FIRE EXTINGUISHERS: All booths or trailers shall provide a minimum of one (1) five-pound (2A10BC rating) ABC type portable fire extinguisher. All fire extinguishers shall have a current year inspection by a state licensed company. If grease/ cooking oil is being used to fry/cook, a Type K extinguisher must also be available and should have valid inspection. In addition, if cooking inside a mobile food vehicle must have a type 1 hood with an extinguishing system. Any questions on fire extinguishers or fire protection can be directed to the Fire Marshal's Office (409) 983-8737.

ELECTRICITY: You will be provided with one 110 volts or 220-volt. Any additional hook-ups, if available, must be approved by PACVB and will be at the expense of the Concessionaire. The PACVB does not provide extension cords. Extension cords must be rated a minimum of 12/3 and be in good working order. All extension cords must be rated for outdoor use. Minimum of 100' recommended. No household type extension cords allowed. **Every vendor shall be required to have a plug for connection – no direct wiring allowed.**



RULES AND REGULATIONS [CONTINUED]

All permanent wiring must be in conduit. Electrical outlets and switches must have cover plates. Extension cords cannot replace permanent wiring. They may be used for temporary electric connections only. Electrical adapters are prohibited if no circuit protection is built in. All electrical wiring shall be free of splices and other mechanical damage. All electric wiring connections shall be made within approved junction boxes. If electric wiring is secured to metal, there will be electrical insulation or electrical tape between the metal and the electric wiring.

APPEARANCE: Concessionaire shall be responsible for the personal appearance of all personnel employed by the Concessionaire in the operation of the Concession and shall make certain that such personnel are clean, neatly dressed, orderly and polite in their conduct and speech at all times. Intoxication by or the use or possession of dangerous or narcotic drugs by Concessionaire or its employees during operating hours shall be sufficient cause for immediate cancellation of this agreement.

SPACE: Concessionaires must confine all of their activities to within the limits of the space allotted to them. Concessionaires are prohibited from extending their activities into an area in such a way as to be a nuisance or interfere with the public or other Concessionaires.

TRASH: Concessionaire is required to bring trash cans for their private use and maintain a clean area during the festival.

PACVB reserves the right to make any changes it deems necessary to these guidelines in order to ensure the smooth, safe operation of the event.



CITY OF PORT ARTHUR FIRE MARSHAL'S OFFICE

MARDI GRAS PORT ARTHUR • FEBRUARY 5, 6, 7, 2027

MOBILE FOOD PREPARATION VEHICLE ANNUAL FIRE & LIFE SAFETY REQUIREMENTS



Required annually: An Operational Permit is required for mobile food preparation vehicles using cooking equipment that produces smoke or grease-laden vapors. Permit issuance/renewal requires payment and a passing fire and life-safety inspection from the Port Arthur Fire Marshal's Office.

****All fees for MFV will be covered by booth fee for vendors inside Mardi Gras Port Arthur area****

ANNUAL OPERATIONAL PERMIT	INSPECTION FEE	TOTAL DUE ANNUALLY
\$100	\$75	\$175

Have These Records Available

Owner/operator contact information and vehicle/trailer identification.

Current hood/exhaust cleaning record

If a Type I hood is installed, must have a current service tag for the automatic fire-suppression system.

Current annual service tag for portable fire extinguishers.

Annual propane/LP-gas or CNG inspection documentation, if applicable.

Fire Extinguishers

Accessible, securely mounted, fully charged, and currently serviced.

Class K extinguisher for grease/oil cooking; ABC extinguisher for general hazards.

Do not block extinguishers, the hood-system pull station, gas shutoff, or electrical disconnect.

Hood & Suppression System

Grease-producing appliances must be under an approved Type I hood with extinguishing system.

Filters, hood, ducts, and fan must be clean and operating.

Suppression system must be currently serviced; nozzles must be capped, aimed, and unobstructed.

Manual pull station for fire suppression system must be clearly identified and accessible.

Do not add or move cooking equipment without approval of hood and suppression coverage.

Propane / LP-Gas

Total LP-gas capacity cannot exceed 200 pounds.

Cylinders must be approved, upright, secured, protected, and in service date.

No leaks, damaged hoses, corroded piping, or unsafe fittings.

LP gas alarm installed to manufacturer recommendations.

Emergency shutoff must be accessible; staff must know how to use it.

Electrical, Generator & Egress

No exposed wiring, damaged cords, overloaded outlets, or improvised repairs.

Do not use extension cords as permanent wiring.

Generator exhaust must discharge away from the vehicle, public, doors, windows, and air intakes.

Exit door and aisle must remain clear and openable from inside without a key or tool.

Keep combustibles, cardboard, and supplies away from burners, fryers, grills, and heat sources.

Operating Requirements

Operate the exhaust system whenever grease-producing cooking equipment is in use.

Staff must know the extinguisher, manual pull station, fuel shutoff, and electrical disconnect locations.

Contact the Fire Marshal's Office before changing cooking, hood, suppression, fuel-gas, generator, or electrical systems.

Vehicle may not operate until failed items are corrected and approved.

For questions please call the Fire Marshal's office (409) 983-8737

This is not an absolute list, but things we are looking for in our fire life safety inspection of a food preparation vehicle.

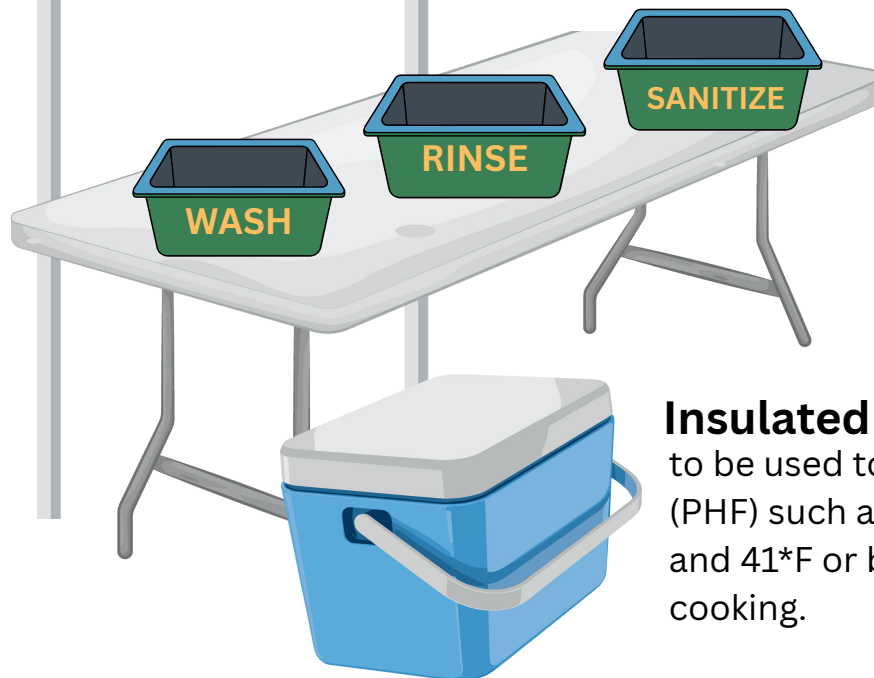
Code basis: 2021 International Fire Code, including Sections 105.5.32, 319, 606, 901.6, 904.13, and 906; applicable City of Port Arthur amendments and referenced standards.

HAVE ALL ITEMS READY BY SCHEDULED BOOTH SET UP TIME ON APPLICATION

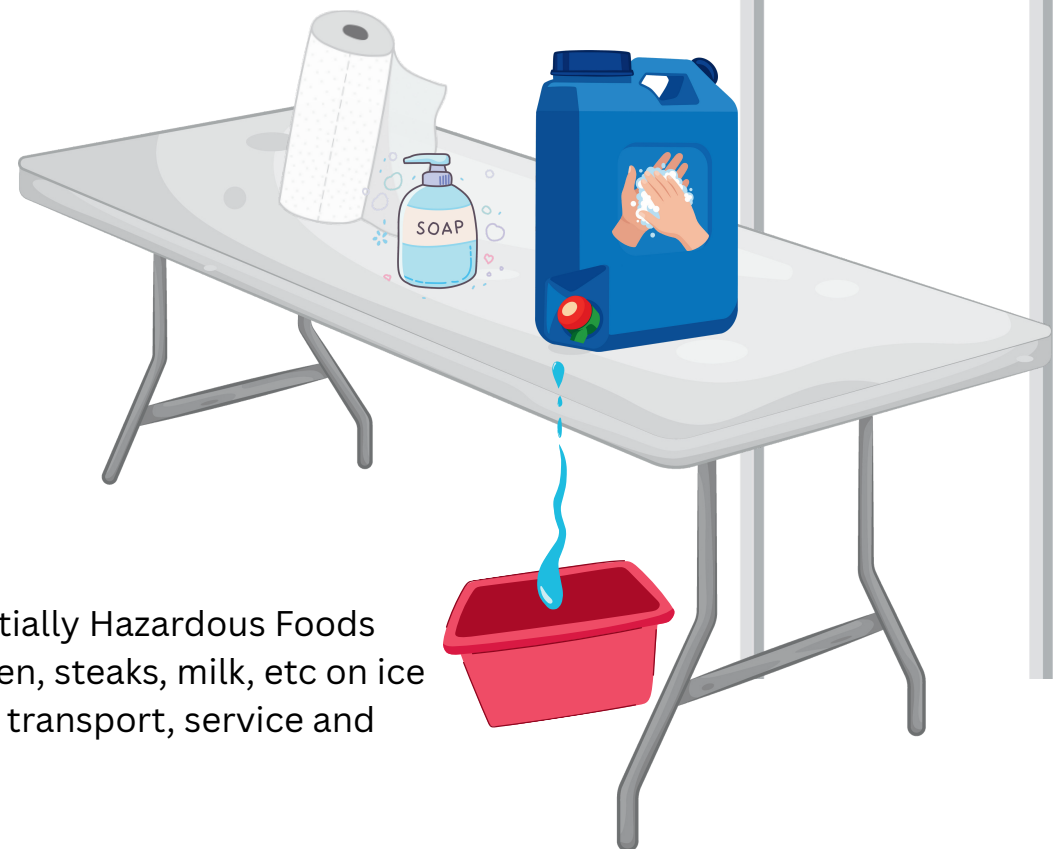
Outdoor Overhead Covering

Wash, Rinse and Sanitize Station

Tubs to be used during set up



Hand Washing Station

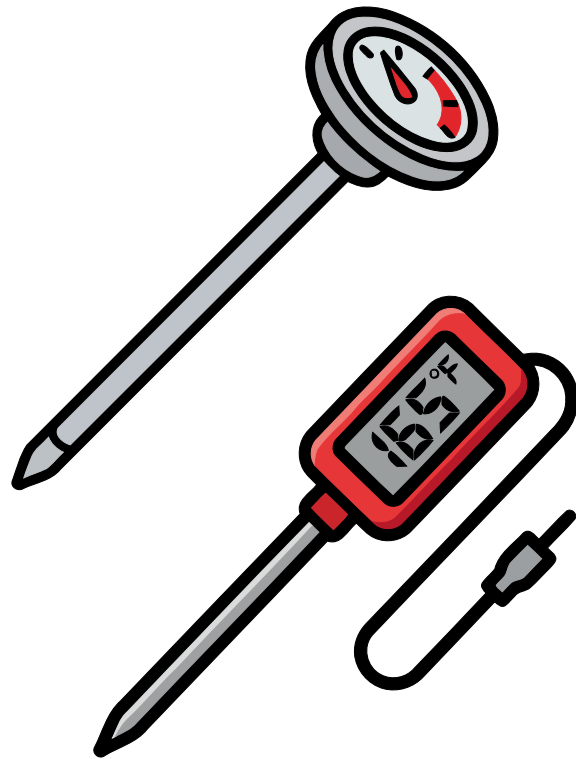


Insulated Chest(s)

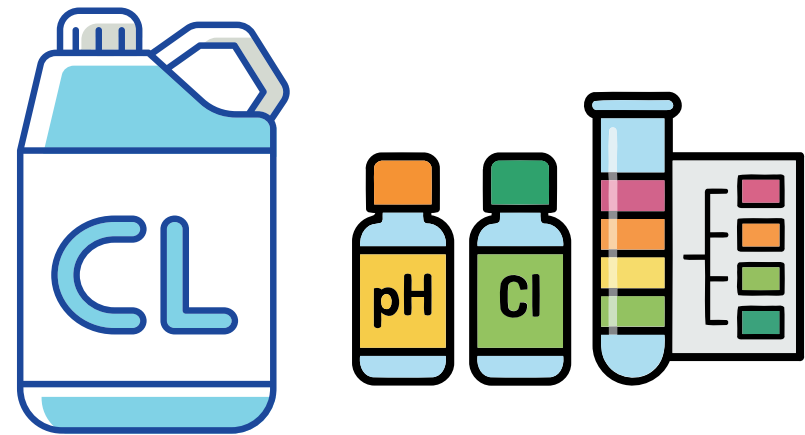
to be used to keep Potentially Hazardous Foods (PHF) such as links, chicken, steaks, milk, etc on ice and 41°F or below during transport, service and cooking.

HAVE ALL ITEMS READY BY SCHEDULED BOOTH SET UP TIME ON APPLICATION

Metal Stem Thermometer Required
for testing internal temperature of food



Chemical Test Kit for Chosen Sanitizer
available at restaurant supply stores



- Chlorine Bleach should be approximately 50ppm.
- QAC should be approximately 200ppm

- 165 F for cooking chicken and reheated items
- 135 F minimum for hot holding food
- 41 F maximum for cold holding food



Port Arthur Health Department
5860 9th Ave, Port Arthur, TX 77642
(409) 983-8822 | (409) 983-8806