CRAFT & ARTISAN VENDOR/CONCESSIONAIRE APPLICATION

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

DEADLINE NOVEMBER 1, 2026 OR UNTIL CRAFT BOOTH VENDOR SLOTS INSIDE GATED AREA ARE FILLED

Inside the Mardi Gras Port Arthur designated area

Thank you for your interest in Mardi Gras Port Arthur! We are looking for artists, makers and creative vendors to help fill downtown Port Arthur with unique shopping experiences during Mardi Gras Port Arthur 2027.

Submission of an application does not guarantee acceptance. Applications will be reviewed to help create a diverse, high-quality vendor marketplace and limit excessive duplication of merchandise. Spaces are limited.

If approved, move-in will be Friday, February 5th at 8 a.m. Vehicles must be cleared by 12 noon. Vendor booths must be fully set up by 5 p.m. Gates open at 6 p.m. Vendor must stay open and manned the duration of the event.

CRAFT & ARTISAN VENDOR INFORMATION

Business / Booth Name _____

Primary Contact Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____ Website _____

Facebook _____ Instagram _____

Have you participated in Mardi Gras Southeast Texas in the past? ○ Yes ○ No

If yes, please list approximate year(s) _____

TELL US ABOUT YOUR PRODUCTS

Please provide a brief description of your business and the products you plan to sell:

_____

_____

_____

_____

Primary Product Category

○ Original Art ○ Jewelry ○ Apparel / Accessories ○ Home Décor ○ Handmade Crafts

○ Mardi Gras Merchandise ○ Louisiana / Cajun-Inspired Goods ○ Texas / Gulf Coast Products

○ Children's Items ○ Bath / Body Products ○ Packaged Specialty Foods (see Texas Cottage Food Law)

○ Other: _____

CRAFT & ARTISAN VENDOR/CONCESSIONAIRE APPLICATION [CONTINUED]

Are the products you sell handmade or designed by you/your business?

◯ All ◯ Most ◯ Some ◯ No

Please explain any commercially manufactured or resale merchandise you intend to offer:

_____

_____

If selling food made at home (insert hyperlink to Texas Cottage Food Law packet)

General Price Range

Lowest-priced item: $_____ Highest-priced item: $_____

PRODUCT & BOOTH PHOTOS Please submit:

- 3–5 clear photographs of the products you intend to sell
- 1 photograph of your typical booth or display or links to online photography showcasing your complete setup

Photos may be used solely for vendor review and placement purposes unless additional permission is granted.

INFORMATION/DESCRIPTION OF VENDING UNIT

Number of Booth Spaces Requested ◯ One 10′ × 10′ space ($250) ◯ Two adjoining 10′ × 10′ spaces ($350)

◯ Other: _____

- Booths will be set 5ft apart per city ordinance. Spaces are limited.

BOOTH SETUP Please check all that apply:

◯ Pop-up tent/canopy (non-flammable) ◯ Tables ◯ Display racks ◯ Freestanding displays ◯ Trailer

◯ Other: _____

Overall dimensions of your complete setup:

Overall Length_____ Width_____ Height_____

ELECTRICITY Will you require electricity? ◯ Yes ◯ No

If yes, please describe your electrical needs and equipment: _____

_____

_____

Electrical access is not guaranteed unless specifically approved by Mardi Gras Port Arthur.

SPECIAL REQUESTS OR CONSIDERATIONS

_____

_____

_____

CRAFT VENDOR FEES

One 10′ × 10′ space: $250.00 **Two 10′ x 10′ spaces (10′ x 20′): $350.00**

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 $250.00 for a 10′ x 10′ or $350.00 for a 10′x20′ 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.

SALES TAX INFORMATION

Texas Sales Tax Permit Number: _____

Name as it appears on Permit: _____

○ I understand that I am responsible for collecting and reporting all applicable sales taxes associated with my sales at Mardi Gras Port Arthur.

CONCESSIONAIRE AGREES TO THE FOLLOWING TERMS AND CONDITIONS, RULES AND REGULATIONS:

- Concessionaire may not sub-lease space under any circumstances.
- Space location and placement is at the discretion of PACVB.
- Furnish Port Arthur Convention and Visitors Bureau (PACVB), a certificate of insurance with PACVB named as additional insured, evidence 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. Vendors shall not be permitted to enter the premises or operate without required insurance.
- 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.
- 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 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 concessionaire wristbands for admission to the event upon completion of setup and 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.
- Electricity will be provided nearby vending space. Special electrical needs will be at the expense of the Concessionaire.
- Responsibility for obtaining all items required by governmental agencies required to operate lawfully are concessionaires' responsibility.
- **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.

CRAFT & ARTISAN VENDOR/CONCESSIONAIRE APPLICATION [CONTINUED]

- **FIRE EXTINGUISHER:** All booths or trailers shall provide a minimum of one portable fire extinguisher. All fire extinguishers shall have a current year inspection by a state licensed company.
- **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.
- **TEAR DOWN:** All vending units, trailers, equipment, trash, etc. must be removed no later than the following day after the event is over.

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

VENDOR SELECTION

Mardi Gras Port Arthur is committed to creating a varied and enjoyable shopping experience for festival guests.

Applications may be reviewed based on product quality, originality, overall festival fit, available space and duplication within merchandise categories.

Mardi Gras Port Arthur reserves the right to approve or decline applications and to limit the number of vendors offering similar products.

VENDOR ACKNOWLEDGMENT

By submitting this application, I certify that the information provided is accurate and that the products represented in this application are substantially the same products I intend to sell at Mardi Gras Port Arthur.

I understand that acceptance as a vendor is contingent upon compliance with Mardi Gras Port Arthur vendor rules and regulations, payment of applicable vendor fees, submission of required documentation and completion of the official Vendor Agreement.

I understand that vendors may not transfer, share or sublease an assigned booth space without prior written approval from Mardi Gras Port Arthur.

◯ **I have read and agree to the statements above**.

Applicant Name:_____

Signature:_____ Date: _____

NO REFUNDS NO EXCEPTIONS

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 • callie@portarthurtexas.com