



## LEON SPRINGS NIGHT - CODE OF CONDUCT

Thank you for your participation in Leon Springs Night. The event site is operated by Leon Springs Business Association (LSBA), in cooperation with of our Leon Springs community neighbors. In order to make our event a pleasant one, **we kindly ask that you refrain from the following activities** while at Leon Springs Night.

1. Possessing any item that could be used as a weapon, including but not limited to firearms, explosives, fireworks, clubs or sticks over one-quarter-inch in diameter, chemical dispensing devices, knives with blades over two inches in length, or any other object that may be used to inflict bodily injury to another person.
2. Using physical force, obscene language or gestures, or racial, ethnic, or religious slurs that are likely to create a disturbance.
3. Physically or verbally threatening any person, fighting, or exhibiting any conduct that is likely to cause a panic or a disturbance or involve the general public in open conflict.
4. Running, skating, rollerblading, or bicycling.
5. Parking except in areas designated as public parking, or authorized by LSBA or security personnel.
6. Rummaging through or removing items from trash receptacles.
7. Entering or leaving the event site except through authorized entry and exit fencing.
8. Defacing, damaging, or destroying any real or personal property located in the event site.
9. Playing instruments, radio, tape players, or other noise producing devices without the permission of the LSBA.
10. Engaging in any commercial or non-commercial activity inside the event site without the express written permission of the LSBA.
11. Soliciting money or donations or distributing commercial or non-commercial advertising or promotional materials including the carrying of signs or placards without the express written permission of the LSBA.
12. Wearing apparel that is objectionable or offensive or nonexistent.
13. Drinking alcoholic beverages excessively or purchasing alcoholic beverages for unauthorized persons.
14. Bringing into the event site any animals other than trained service animals.
15. Paying by, or accepting, cash, check, or credit card for any food, drink, or entertainment activity. (All transactions must be conducted using coupons purchased at one of the authorized coupon booths.)
16. Engaging in any unlawful activity or behavior.

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Signature of Vendor Representative

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Date

## LEON SPRINGS NIGHT - BOOTH GUIDELINES

**All businesses/organizations wishing to operate as a vendor at Leon Springs Night must submit an Application/Agreement requesting their participation.**

The following are general information and booth guidelines concerning vendor participation in Leon Springs Night. It is recommended that you review this information prior to submitting an application for participation in Leon Springs Night. If you have additional questions, need clarification of any item, or wish to discuss the food, item, or activity before submitting an application, please contact us at leonspringstx@gmail.com

### **GENERAL BACKGROUND INFORMATION**

**For-profit food service operators** include any business or organization that prepares/serves food, including restaurants, caterers, hotels, groceries/markets, specialty food companies, food vendors, etc. The operator must be reliable and sell an item that will provide benefit to the event. The operator must be a professional legally established business or organization in order to participate. *The revenue share with for-profit food service operators is 50/50.* Participants who so choose may donate all of their proceeds to the Leon Springs Business Association, a non-profit 501(c)3 organization.

**Nonprofit organizations** may serve food items if they are able to meet the same sanitary standards as for-profit food service operations. Nonprofit organizations may also provide other services/activities. The operator must be reliable and sell an item that will provide benefit to the event. The revenue share with nonprofit organizations is negotiable and may differ from the 50/50 arrangement with for-profit food service operators.

**For-profit organizations** are normally not permitted to participate in Leon Springs Night except for those hired to perform a service or function, such as entertainment. Major event sponsors may participate only under advance agreement and as a sponsoring organization.

**Media**, such as Radio/TV stations, wishing to operate at the event must clear any activity or participation prior to the event. They may not sell any items and may not give away anything normally sold at the event. Media organizations may not bring their advertisers nor advertise any third party organization(s).

**Other activities.** Unless the participation of a for-profit organization in some way was a significant benefit to the event or host, the organization/activity has not been permitted to participate.

**Priority is given** to professional food service operators and nonprofit organizations. Space is available on a first-come first-served basis.

**Booth deposits.** Leon Springs Business Association will collect a one-time nonreturnable booth deposit from each for-profit vendor). Booth deposits may be waived for non-profit organizations.

**Location of booths/activities.** Generally, we attempt NOT to place similar food items next to one another (e.g. ice cream / yogurt), and conversely do try to place complementary items near one another (e.g. cookies / ice cream). Our objective is to make everyone successful and priority is given to locating vendors to maximize their exposure and sales potential.

**There will be no duplication of food items served.** Similar items, but significantly different in form/content/preparation, are permitted; e.g. hamburgers / cheeseburgers, chicken prepared in different forms, ice cream / yogurt. Participants may not select an alternative food item/service/activity without agreement and confirmation from the host organization. The item or activity identified in the application is considered a request only until confirmed by the host organization.

**All liquid refreshments** will be served at the discretion of the host organization. Leon Springs Business Association will obtain appropriate licenses for the sale of alcoholic beverages at the event, and alcoholic beverages will be served ONLY by the host organization designees. No vendors may give away free liquid refreshments without the express written consent of the host organization.

**Leon Springs Business Association retains the right to disallow** any type of food or activity at Leon Springs Night.

The following types of activities are normally not acceptable activities at Leon Springs Night:

- Sale of cigars/cigarettes
- Sale of most any craft items
- Sale of hats, cups, koozies, t-shirts or other items of apparel or with logos
- Noise producing activities that interfere with other event activities
- Dangerous or otherwise unsafe activities
- Duplication of same or similar items/activities

**Publicity.** Leon Springs Night is a respected event and there is limited publicity needed to insure its success. Pre-event publicity is limited to street banners, radio, website and posters/fliers distributed throughout the Leon Springs community, restaurants, retail establishments and surrounding areas. For-profit food vendors are listed on the posters and fliers advertising Leon Springs Night as long as their application and deposits have been received prior to the time the posters/fliers are printed. These posters are available for distribution by vendors. Vendors with websites are encouraged to advertise their participation in Leon Springs Night on their website, or place a link to the Leon Springs Business Association website, [www.LeonSpringsTX.com](http://www.LeonSpringsTX.com).

**Sales / Cash / Money Exchange / Tickets.** Leon Springs Business Association obtains and sells \$1.00 denomination coupons at locations throughout the event site. These coupons change year after year and are the only authorized method for vendors to sell their product or service. Vendors are not authorized to accept cash, credit cards, or checks in payment. Vendors are responsible for turning in their coupons at the end of the event. The host organization will count the coupons and send the vendor a check for their portion of the proceeds normally within two weeks after the event is over. The coupons will be retained for approximately six weeks in the event there are any questions concerning the count. While Leon Springs Night is a large block party for the neighborhood and an opportunity for exposure for the vendor, it is also an event to raise funds for charitable causes. As such, vendors should refrain from activities that do not contribute to the profitability of the event (e.g. trading food items/ services with other vendors, using the coupons they obtain from sale of their items to purchase items from another vendor, and giving away free items).

**Code of Conduct.** Participants in Leon Springs Night are expected to comply with our publicly posted Leon Springs Night Code of Conduct. This document is also available on request from a Leon Springs Business Association representative, [www.LeonSpringsTX.com](http://www.LeonSpringsTX.com).

**Last-minute information** will be distributed to vendors approximately one to two weeks before the event including last minute instructions, booth/space numbers, map of locations, vendor parking passes, and worker entry passes. This has been done in the past at a mandatory town hall-style meeting at Leon Springs Dancehall.

**Please make your reservation for a booth/space now** by completing the form and returning it. If you plan to participate but are not sure about the food item, price, electricity, etc., fill in that part you know and we will contact you closer to the event to get the updated information. Please remember that you may not select an alternative food item without agreement from the host organization.

# **LEON SPRINGS NIGHT - RESPONSIBILITIES AND GUIDELINES**

In submitting a vendor application/agreement, you are accepting responsibility for complying with the following vendor responsibilities and guidelines:

**BOOTHS** – LSBA will provide an 8' x 8' booth to include framework, roof and skirting only. **Vendors are expected to provide and prepare all items for sale and provide all necessary equipment and manpower needed. Vendors need to bring their own extension cords, lighting, chairs, tables, decorations, etc.** Vendors are not authorized to use any loud speakers, megaphones, or other noise or sound enhancing equipment in the Leon Springs Night area to entice/entertain customers or advertise their products/service. Vendors are expected to attractively decorate their booth and place signs on their booth that will indicate what food items they are selling, the coupon price, and the number of coupons required to purchase the item. All booth preparations must be completed and ready **prior to 3:30 PM** on the day of the event. This time must be enforced to ensure the safety and success of the event, and to permit appropriate Health and Fire Department inspections. Booths not prepared by this time may be unable to participate in the event. **Vendors are authorized to sell only those items previously agreed to, and are not authorized to sell or give away any beverages or other items.**

**ELECTRICAL CONNECTIONS** – Electrical wiring and outlet boxes will be installed by electricians hired by LSBA. Vendors may connect approved electric appliances and equipment to these outlet boxes only with UL, or approved, commercial outdoor wiring. All appliances must be properly grounded and may not exceed a total of 15-Amps per outlet without prior approval. **If you require anything other than a 110-Volt / 20-Amp standard electric outlet, you must provide us of the specific requirements no later than one week prior to the event date.** All appliances and connections must comply with all applicable City of San Antonio electrical codes. **All electrical wiring and connections will be inspected and tagged by electricians prior to any vendor using their electrical appliances and equipment at the event site.** Vendors will not be permitted to use any electrical equipment that has not been inspected and approved. Vendors will be assessed a minimum of \$50.00 plus materials for any work required to assist them in upgrading their electric capability to meet safety standards during the event.

**VEHICLES** – While setting up, please do not park in front of ANY SPACE OR BOOTH other than your own assigned space/booth. **All vehicles must be out of the area by 3:30 PM. Vehicles remaining in the area after that time are subject to police ticketing and towing.** Vendors are not permitted to operate from their vehicles inside the event site, with the exclusion of permitted mobile food vendors. There may be limited parking in the vicinity of the grounds. The event closes at 10:00 PM. Vehicles will not be permitted into the site until after all participants (other than workers) have departed.

**SANITATION** – You must meet all appropriate City of San Antonio sanitary requirements for your food items (proper storage, handling, temperature control, etc.) Please ensure you have a hand washing capability in your booth. Water will be available on site. If you will be using any heat to cook or heat food, you must have a fire extinguisher in your booth. All vendors serving food items will be inspected by a City Sanitary Food Inspector. Please review **Temporary Food Establishment and Booth Sanitation Guidelines** published by the City of San Antonio at <http://www.sanantonio.gov/health/Food-TempFoodEvents.html>.

**MONEY COUPONS** – Food coupons will be sold and will be used to purchase items and services at Leon Springs Night. Vendors will be required to collect the coupons and to return them for reimbursement. No reimbursement will be given for any other items or registry. **You are responsible for turning in your coupons to the LSBA Treasury Booth at the end of the event.** Failure to return your coupons will result in the loss of revenue earned by your booth. In submitting the application/agreement you are agreeing that: 1) All coupons will be delivered by the vendor to the event Treasury Booth for counting by the LSBA Board of Directors, 2) 50-percent of all gross proceeds\* from your booth will be donated to LSBA, a 501(c)(3) not-for-profit organization, and 3) only authorized 2017-edition coupons will be accepted.

\*For-profit vendors may donate more than 50-percent. Nonprofit vendors may be pre-authorized to return a different share of the proceeds.

**CLEANUP** – Vendors must insure that they clean their area completely, including trash and any spilled cooking greases/residue. Vendors are required to remove their unwanted items from the booth area by properly disposing of them in the onsite garbage dumpster, or taking them elsewhere for proper disposal.

**LIABILITY INSURANCE** – Vendors are required to maintain appropriate liability insurance, and name Leon Springs Business Association d.b.a. Leon Springs Night as additional insured parties. Please provide a copy of the insurance certificate to LSBA c/o Allstate – The KMW Group, 31007 Interstate 10 W, Ste 104, Boerne, TX 78006, **PRIOR TO APRIL 8, 2017.**

**APPLICATION/AGREEMENT SUBMISSION** – The completed application/agreement must be

Mailed to:

Leon Springs Business Association  
c/o Kam Walker  
121 Lohmann  
Boerne, TX 78006

Or, faxed to: 210-824-1110

Or, emailed to: [leonspringstx@gmail.com](mailto:leonspringstx@gmail.com)

**APPLICATION DEADLINE IS MARCH 31, 2017.**

**QUESTIONS?**

Email us at [leonspringstx@gmail.com](mailto:leonspringstx@gmail.com) or contact Kam at 210-826-0885