



2026 GUIDELINES FOR FOOD VENDORS

GENERAL INFORMATION:

Registration is open to any individual or organization that has obtained proper permits as indicated in the application. Designation of availability and interest on the application does not ensure you will be selected for the event(s). When necessary, and determined by the event organizer(s), food vendors for the listed events will be selected as to ensure to avoid too many duplicate food types. Payment options will be sent with notification of acceptance.

Vendors are not guaranteed exclusivity for this event. Vendor to provide their own equipment and setup. Power will **NOT** be provided. Vendor application deadline is **Friday, February 6th**.

EVENT DATES & TIMES:

Easter Eggstravaganza: Saturday, March 28, 10am-1pm.

AISSD Multicultural Night: Friday, April 17, 5-7:30pm.

Touch-a-Truck: Saturday, May 16, 10am to 1pm.

Boots and Booms: Saturday, June 27, 5pm to 9pm.

Santa's Village/Tree Lighting: Saturday, December 5, 3pm to 8pm.

EVENT LOCATIONS:

Locations vary and are listed on the application.

VENDOR FEES:

AISSD Multicultural Night: \$50

All Other Events: \$100 per event

VENDOR SPACE INFORMATION:

Unloading assistance not available. Vendors are responsible for providing their own tables, chairs, shade coverings/tents, etc. Spaces are assigned to avoid having similar food side-by-side.

SET-UP:

Dates vary depending on registered events. Vendors may begin setting up 2 hours prior to the listed event start time. All trailers must be unhitched at setup. Vehicles must be moved out of the event area and to designated parking no later than 30 minutes prior to the start of the event. No vehicle will be permitted entry for setup 30 minutes prior to the start of the event. (Failure to follow set-up rules may result in removal from the list of accepted vendors for future events.)

TEAR DOWN:

Times vary depending on the event but will occur at the conclusion of the event and as directed and indicated by City staff. No early tear-downs. (Early tear-down may result in removal from list of accepted vendors for future events.)

TAX INFO:

Vendors are required to collect and remit state and local sales tax (please contact tax authorities to determine if applicable to your business). **NO APPLICANTS WILL BE ACCEPTED WITHOUT A COPY OF YOUR CURRENT TEXAS SALES TAX PERMIT.** If submitting application online, please attach virtual copy or postmark a copy within 3 business days of application submission. Contact the State Comptroller's Office for more tax info.

INSURANCE REQUIREMENTS:

Vendors are required to obtain and maintain general liability insurance of a minimum of \$1,000,000 per occurrence. A Certificate of Liability Insurance is required to be on file, with the City of Anna listed as a Certificate Holder and as an Additional Insured. An Endorsement Page must accompany insurance certificate. Certificate Holder and Additional Certificate Holder will be listed as:

The City of Anna
120 W. 7th Street
Anna, TX 75409

VENDOR TYPES: (see descriptions below)

Food Vendor: Includes vendors selling ready-to-eat food from a food truck or booth.

APPLICATION DEADLINE: Friday, February 6th, 2026.

PAYMENT DEADLINE: Two weeks prior to the listed event date. No refunds after this time or for bad weather.



2026 City of Anna Food Vendor Special Event Application

Name of Business or Organization: _____

Name of Primary Contact: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Website Address: _____

BUSINESS INFORMATION

Vendor Type: Food Vendor

Texas Sales Tax ID#: _____ (Please attach copy)

Describe the type of food you are selling (please attach a menu of items to be sold and a photo of your booth or food truck):

Please describe your set-up, serving window side and the dimensions (including hitch) and attach a photo of your booth or food truck (all items must fit within your space):

Should power be provided, please select your power needs. 120V (NEMA5-15 or 5-20) 30A (NMEA TT30)
 50A (NEMA 14-50) Other _____

Events you are interested in attending: (Designation of availability and interest on the application does not ensure you will be selected for the event(s))

Event Application Fee Level 1 - \$50 per event:

AISD Multicultural Night: Friday, April 17, 5-7:30pm at Anna High School (1107 W. Rosamond Pkwy)

Event Application Fee Level 2 - \$100 per event:

Saturday, March 28th, Easter Eggstravaganza, 10am to 1pm at the Slayter Creek Park (425 W. Rosamond Pkwy.)

Saturday, May 16th, Touch-a-Truck, 10am to 1pm at the Municipal Plaza (111 W. 5th St.)

Saturday, June 27th, Boots and Booms, 5pm to 9pm at Slayter Creek Park (425 W. Rosamond Pkwy)

Saturday, December 5th, Santa's Village/Tree Lighting, 3pm to 8pm at the Municipal Plaza (111 W. 5th St.)

FOOD VENDORS

The following permits must be obtained prior to applying (please attach copies):

Code Compliance Annual Food Vendor Permit **or** Itinerant Vendor Permit

Fire Permit (Anna Fire Department) # _____

Certificate of Insurance with City of Anna as Certificate Holder and Additional Insured

VENDOR RELEASE, INDEMNITY, AND HOLD HARMLESS AGREEMENT

I fully understand that my participation in any of the listed City Events presents exposure to the risk of personal injury, death, or property damage. I hereby acknowledge that participation in this event is voluntary and agree to assume any such risks. I hereby release, discharge, and agree not to sue or otherwise bring any claim(s) or proceeding(s) against the City of Anna, its officials, officers, agents, employees, representatives, or volunteers (collectively, the "Released Parties") for any injury, death or damage, to or loss of personal property arising out of, or in connection with, participation in the event(s) from whatever cause, including the active or passive negligence or any wrongful act or omission of any one or more of the Released Parties or any other participants in the event(s).

In consideration for being permitted to participate in the event(s), I hereby agree, for myself, my heirs, administrators, executors, and assigns, to indemnify and hold harmless the Released Parties from any and all claims, demands, actions or suits arising out of or in connection with my participation in the event(s). **This agreement to indemnify and hold harmless the Released Parties includes any and all claims for personal injury, death, or damage to or loss of personal property even if caused in whole or in part by any one or more of the Released Parties' intentional conduct, gross negligence or other reckless or willful and wanton conduct.** I also agree and acknowledge that any event(s) participant may be captured in photographs, videos or other imagery or media while participating, and I grant the full and unrestricted use of any such photograph(s), videos or other imagery or media for reproduction or display in City sponsored publications and any other media.

I have carefully read this Vendor Release, Indemnity, and Hold Harmless Agreement, fully understand its contents, understand that it includes a full release of all liability and I sign it on my own free will. I have read the 2026 Guidelines for Food Vendors, and I agree to abide by the stated rules and procedures.

I hereby consent to the enforcement of all the guidelines, rules, and instructions of the event(s). By signing below, applicant hereby certifies that applicant has read, understood, and accepted the terms and conditions set forth above. Applicants are responsible for obtaining all pertinent licenses, insurance, and permits. Applicant also certifies that all information provided is true and correct and that applicant's signature represents a commitment to participant in the event(s).

Printed Name: _____

Signature: _____

Date: _____

Please submit completed applications via: Email to: tpierce@annatexas.gov

Dropped off or mailed to: City of Anna Parks & Recreation Department
c/o: 2026 Food Vendor
120 W. 7th St., Anna, TX 75409.

Applications will be processed on a first come first serve basis. City of Anna reserves the right to refuse participation to any applicant or vendor.

Upon application approval, a link will be sent to you with instructions on payment.