

VENDOR INSTRUCTIONS

Merchant & Activity Vendors

The day is almost here, and everyone is so excited to see this event take place. We hope you saw our ads placed in The Monitor, Shout Outs from businesses on social media, fliers, and more. The City of Kemp is the first to kick off the holiday season, and the Christmas Parade on Main Street is a perfect way to end Thanksgiving and begin the Christmas season, The Parks and Recreation Board and volunteers have worked hard to make this first Christmas on Main Street a success. Please take a few minutes to review the Vendor Instructions. In this packet you will find Vendor Load-In and Vendor Load-Out directions and information.

Our newly appointed Parks & Recreation Board is working hard to update the city park and add exciting events and vendor opportunities such as this. To achieve this mission, the Board is hosting fundraisers, and seeking out other funding opportunities.

ADDRESS: City of Kemp Park, S Main St, Kemp, TX 75143

VENDOR LOAD-IN INSTRUCTIONS:

This is a small market event, only 20 merchant vendors and 5 food trucks. We limited the spaces in hopes of helping our local businesses kick off the season successfully. Tents are encouraged for each booth.

VENDOR CHECK-IN: 1:45 PM – 3:00 PM All vendors must be checked-in no later than 3:00 PM.

Upon arrival, you will see attendants directing traffic for vendor check-in, we will have all vehicles checking in at the corner of 10th Street and S Main, temporary 15-minute parking will be on South Main, heading west towards the post office. We will have attendants assisting with directions, temporary parking and unloading your items. You will receive 1 VENDOR PARKING PASS at check-in, please display this in your front windshield. After you have unloaded, we ask that you park in the vendor parking lot and then set up your station.

The Park festivities will begin at 4:00 PM, we ask all vendors to be fully set up by 4:00 PM. Please store your boxes under your tables, and don't block the pathway. We will have required 48" path, for safety purposes we can't allow extension cords, or anything to block this path. Please don't plug into electrical not assigned to your booth, electricity can only be added if it wouldn't require moving your location. Electricity is \$30 per vendor space, and only if available in your immediate space.

Darkness sets in around 5:30 PM, we will have a light tower in the area, and there are streetlights; however, please be prepared to bring light such as a flashlight, work light, etc. so you have no issues conducting business at night.

The parade begins at 5:30 PM at the Kemp Intermediate School and will end at Kemp City Park (see parade route in packet). We have received approximately 40 entries at the time of this printing, the last vehicle will be the Kemp Fire Department Engine with SANTA. Once the parade participants have parked, we will have Awards on Stage for the parade float winner followed by the City of Kemp Tree

Lighting. Elf will start at 6:45 PM behind the pavilion; vendors will be open until 8:00 PM. In addition to merchant vendors, there are ACTIVITY VENDORS, providing an experience or activity free of charge to the community. They will follow the same rules and protocols as merchants. No tear downs are permitted prior to 8:00 PM.

This is a family friendly event; we ask that there not be any items displayed that are offensive in language or gestures. The sale of paraphernalia or illegal merchandise is strictly prohibited. All merchants and food trucks are expected to follow the State of Texas, Fairs, Festivals, Markets and Shows Comptroller sales tax regulations collecting and reporting sales as taking place in the City of Kemp, TX; state sales tax is 6.25% and local sales tax is 2% (City of Kemp, TX).

City Hall is closing at 12:00 PM Wednesday and will not return until the following Monday. If you need to speak to someone prior, please call before Wednesday 12:00 PM.

DAY OF CONTACT: In the event of an emergency and you will not be able to make it, please call 469-719-1269 as soon as possible. This number is for the day of emergencies only, changes to your space, directions, questions can't be made on the day of on the phone, please ensure you have all the information needed prior to the event or see the onsite check-in coordinator.

VENDOR LOAD-OUT INSTRUCTIONS:

Vendors are required to stay set up until 8:00 PM. At 8:00 PM, breakdown begins. When you are completely broken down and ready to load your vehicle, flag down a volunteer (wearing a bright vest) and let them know. You will go get your automobile and they will assist with carrying your items back to the load up temporary parking, which will take place in the same place you unloaded. Temporary Parking is 15 minutes, we will have plenty of assistance to ensure a smooth process.

Please be kind to the City of Kemp Parks Department and make sure all your belongings and trash is picked up, and as clean as when you arrived. The City of Kemp is not responsible for any items forgotten or left.

We ask all vendors to exit the park no later than 9:30 PM.

SAVE THE DATE: Kemp Wildflower Festival - April 13th, 2024!



Spot Number	Vendor Name	Spot Number	Vendor Name
1	Dandelion Hill LLC	25	Mistletoe Mania
2	Ribbons Bows & Gnomes	26	Mistletoe Mania
3	Boas's by CC	27	Mistletoe Mania
4	Cotton Tails Bakery	28	Mistletoe Mania
5	Kimberley Wiggins	29	Reach at Cedar Creek Lake
6	The Goose Coop	30	Save the Cutoff
7	Kays Blue Line Designs	31	Ana Vilanueva
8	3C Crafty Cassidy Crochet	32	Texas United 4 Kids
9	Betsi Riddle	33	Save the Cutoff
10	Prodigals Home	34	Friends of Kemp FFA / 4H
11		35	Girl Scouts
12	Betty Guerrero	36	Kemp Methodist Church
13	Allyssadesigns LLC		
14	Cowboys and Hippies Candles	F1	PJs BBQ
15		F2	Chynas Catering
16		F3	Fera's Grill
17	5C Rowdy Co	F4	Southern Chill
18	Lake Junkie Lasers and More	F5	Tacos Los Garcia
19			
20		Walking	Ana Sanchez
21	Tristian Reeves		
22	Scentsy (Kellie Gunnels)		
23			
24	Mistletoe Mania		

Christmas on Main Street Parade Instructions

Parade Participants

Kemp is ready, are you? Our Christmas Parade on Main Street is THIS SATURDAY! We have had great feedback and expect this to be a wonderful Christmas parade for our lake community.

Parade route is to follow this page. Please take a few minutes to review the following instructions.

Parade Float Check – In:

Check In Location: Kemp Intermediate School 101 Old Highway 40, Kemp, TX 75143

Check In begins at 4:00 PM and ends at 5:00 PM. You may put your finishing touches on your float and get everything set up in the parade line-up staging area. Please take all trash, wrappers, anything that might have fallen off with you. ALL ENTRIES MUST BE CHECKED IN BY 5:00 PM.

Judging will start at 5:15 PM, the judges will view each entry before 5:30 PM. Please have your floats ready by 5:15 PM. They will only be by once.

All vehicles should be left at the Intermediate school, after the awards ceremony, floats can go back to the Intermediate school. This is important to save room for the parade attendees, as well as to avoid additional congestion in traffic.

Parade Route:

Holiday music along the parade route is encouraged. Amplified music from your float or vehicle WILL be permitted for the parade.

No Candy can be thrown from the floats. Walkers can hand out candy along the parade route.

Once the parade begins, we want all vehicles to remain 1 car length behind the vehicle in front of you. We would like to avoid a gap in floats as it creates a safety concern. Drivers, please ensure you are watching out for any excited children that might have been faster than their parents.

Do not stop or turn from the parade procession. We will have Kemp PD leading and ending the parade. We are following their direction.

Parade Award Categories & Prizes:

We have 3 awards categories with prizes of \$100 gift card each. Our coordinator will be on stage and speak with each winner after the awards ceremony.

Parade Award Categories:

Best Parade Themed (Elf on a Shelf) Entry

Mayors Pick

Grand Marshalls Pick

Ending Parade:

The parade procession will take you to the float parking area. This is where you can park and go hang out by the stage for the Awards! Awards will begin at 6:30 PM on the stage at 10th Street. Once awards and the tree lighting are over, all floats are free to exit by heading out on Commerce back to the Intermediate School.

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