



City of Balcones Heights
APPLICATION
FOR TEMPORARY VENDOR/EXHIBITOR PERMIT
 3300 Hillcrest Dr.
 Balcones Heights, Texas 78201
 Phone: 210-957-3000 Fax: 210-957-3159

Application # _____

Application Date: _____

Event Name: _____ Address: _____

Organizer: _____ Phone: _____

Point of Contact (day of event): _____ Mobile #: _____

Date(s) of Event: _____ Hours: _____

Type of Permit		
Non-refundable Fee	Duration of Permit (Valid during calendar year)	
_____	\$ 25.00	1 – 3 days
_____	\$ 75.00	7 – days
_____	\$ 100.00	2 – 4 weeks
_____	\$ 175.00	2 – 6 months
_____	\$ 250.00	6 – 12 months

<i>Event Address:</i>			
<i>*Property Owner/Management Name and Phone Number</i>			
<i>Indicate Location (i.e., inside, 1st floor, parking lot, etc.)</i>			
<i>Vendor Name (Company)</i>			
<i>Applicant Full Name:</i>			
<i>Applicant Mailing Address:</i>			
<i>Phone/Mobile Number:</i>		<i>Email:</i>	
<i># Employees</i>	<i># of Booths</i>	<i>Booth(s) Size</i>	<i>Using Electrical Outlets?</i>
			<i>Yes No</i>
<i>Sales Tax Number</i>			
<i>/</i>			
<i>Type or Description of Product(s) to be Sold, Exhibited or Service Offered</i>			

- **Sale of food items is not allowed with this permit application and requires a separate Food Establishment Permit from the City Secretary.**
- **Indoor Vendor/Exhibitor booths are prohibited from emitting visible smoke, vapor, particles or odor.**

City Ordinances and/or State Laws. All fees are non-refundable/no rainchecks.

I have read and examined this application (and attachments) and know the same to be true to the best of my knowledge and belief. I acknowledge the permit applied for is subject to revocation if the vendor/exhibitor fails to comply with applicable.

Applicant Signature

Date

*Property Owner/Management Signature

Date

Initial Req'd

Vendors/Exhibitors purchasing an extended Temporary Vendor/Exhibitor Permit must submit a NEW application for each event they attend. No additional fees will be assessed for each event for the duration of the fees paid. Temporary Vendor/Exhibitor Permits are only valid in conjunction with a permitted special event.

Initial Req'd

Vendors/Exhibitors must remit sales tax to the Texas Comptroller and indicating that the sales occurred in the City of Balcones Heights.