Application #_____

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 Date:_____

Event Name:_____ **Address:**_____

Organizer:_____ **Phone:**_____

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

Date(s) of Event:_____ **Hours:**_____

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Type of Permit

Non-refundable Fee	Duration of Permit (Valid during calendar year)	
_____	$ 50.00	1 – 3 days
_____	$ 75.00	7 – days
_____	$ 100.00	2 – 4 weeks
_____	$ 175.00	2 – 6 months
_____	$ 250.00	6 – 12 months

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

Food items are not allowed with this permit application and require 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

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

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

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