



## STEM Con 2025 Food Vendor Guidelines

**Event Host:** STEM It Up Sports

### **Important Notice:**

Food vendors acknowledge that completion of the application does not guarantee entry into the event. All applications must be reviewed and approved before acceptance is issued. STEM It Up Sports and its affiliates reserve the right to refuse any application that is deemed inappropriate for this event.

### **Vendor Exclusivity**

- While STEM It Up Sports will make every effort to ensure a diverse range of food vendors, food vendors acknowledge that there is no guarantee of exclusivity for their products.

### **Compliance Requirements**

- Food vendors must comply with current guidelines for food handling and possess a valid Food Safety Certificate. A Temporary Food Permit must be obtained through the City of Mansfield.
- Mobile food vendors are required to obtain a yearly Fire Inspection Permit to operate within the City of Mansfield. This applies to vendors operating from a trailer or vehicle equipped with appliances that produce smoke or grease-laden vapor.
- A Texas Sales and Use Tax Permit is mandatory for anyone wishing to sell at the event. Food vendors are responsible for reporting their earnings to the State as required by law.

### **Photography Consent**

- Participants grant STEM It Up Sports and its designated photographer's permission to use images of their booths for promotional purposes related to the event.

### **Vendor Fees**

- A **\$300 vendor fee** is required for all **local** vendors to participate.
- A **\$400 vendor fee** is required for all vendors **outside** of city limits to participate.

- All fees must be submitted within **72 hours** of application approval. Fees can be paid online. Accepted payment methods include check and credit card (a 1% service fee applies for credit card transactions).

### **Set-Up & Tear Down**

- Food vendors will be notified a minimum of **1 week before** the event with their assigned booth number and location.
- Booth load-in will take place from **10:00 AM to 11:00 AM**. Vendors are required to be fully set up and ready for inspection by **11:00 AM**.
- No electricity will be provided. Food vendors are permitted to bring large generators but must make an effort to muffle the noise.
- No tents, tables, chairs, or decorations will be provided. Vendors may bring their own items; tents must be properly anchored down, and all items must fit within the allotted space.
- All vendors are encouraged to decorate their space in a STEM theme for the event.
- Food vendors will be inspected prior to the start of the event. The inspector has the right to ask a vendor to leave if their space is not fully set up, is deemed unsafe, or fails health inspection.
- Food vendors are not permitted to begin tearing down for any reason before **5:00 PM**. Ignoring this rule may result in disqualification from future STEM It Up Sports events.
- After dismantling, vendors are responsible for leaving their space clean and must dispose of all trash in appropriate receptacles. Vendors agree to pay for any damages that may occur in their occupied space during the event.
- Food vendors are required to carry General Liability Insurance. STEM It Up Sports may request proof of insurance at any time.
- Food vendors acknowledge that this is an outdoor event and will make no claim against STEM It Up Sports or the City of Mansfield if the event is canceled, delayed, or curtailed due to weather.
- Vendors are responsible for the security of their materials within their space and assume full responsibility for all goods and personal property before, during, and after the event. STEM It Up Sports and the City of Mansfield assume no responsibility for these items.

- Vendors are responsible for the security of their employees, contractors, staff, volunteers, and customers within their designated space and assume all responsibility for any injuries, liabilities, or claims arising before, during, or after the event. STEM It Up Sports and the City of Mansfield assume no responsibility for such matters.
- STEM It Up Sports reserves the right to interrupt or terminate the event if deemed necessary for public safety, health, or welfare.

### **No Refund Policy for Vendors**

STEM It Up Sports has established a no refund policy for vendors participating in STEM Con 2025. By submitting an application and paying the vendor fee, vendors acknowledge and agree to the following terms:

#### **1. Non-Refundable Fees:**

- All vendor fees are non-refundable under any circumstances. This includes situations such as vendor cancellation, inability to attend, or any other unforeseen events.

#### **2. Cancellation by Vendor:**

- Vendors who choose to cancel their participation will not receive any portion of their vendor fee back, regardless of the timing of the cancellation.

#### **3. Cancellation by STEM It Up Sports:**

- In the rare event that STEM It Up Sports cancels STEM Con 2025, no refunds will be issued. Instead, vendors may receive credit toward future events or a percentage of their fees, as determined by STEM It Up Sports.

#### **4. Force Majeure:**

- STEM It Up Sports is not liable for any refunds in cases of force majeure, including but not limited to natural disasters, acts of war, or government regulations, which may impact the event.

By participating in STEM Con 2025, vendors understand and accept this no refund policy. If you have any questions or require further clarification, please contact us at [STEMCon2025@stemitupsports.com](mailto:STEMCon2025@stemitupsports.com).

Thank you for your participation in STEM Con 2025. We look forward to a successful event!