



March 19, 2019

Dear Vendor:

Thank you for your interest in the Downtown Longview Wine Swirl! We are excited about our first wine event in Downtown Longview on Saturday, June 8 from 4:00-8:00. The proceeds from this event will benefit the One Hundred Acres of Heritage, a 501©(3) not for profit group that promotes the revitalization of Downtown Longview. 100% of the proceeds raised by our group will go directly into Downtown Longview projects – we have done some really great projects for our downtown in the past few years and have a big vision for projects for the future!

Attached please find a copy of our vendor application. This is a juried application process, so please provide us with photographs of what you intend to sell at our event. If you want to sell food projects, you will need to complete an additional application with the City of Longview Environmental Health Department (also enclosed).

We hope that you will be a part of this great event. Spaces are limited, so don't delay! Preliminary applications with photos are due by Monday, April 15 at noon. If you have any questions or concerns, please feel free to call me at 903-331-1469 or email me at mheien@longviewtexas.gov.

Thank you – and CHEERS to a great time!

A handwritten signature in blue ink that reads "Melida" followed by a smiley face "😊".

Melida Heien
Main Street Coordinator
City of Longview



Downtown Longview Wine Swirl Vendor Application

Thank you for your interest in the First Downtown Longview Wine Swirl on June 8 from 4:00-8:00. Please confirm your participation by completing this application and emailing [to mheien@longviewtexas.gov](mailto:mheien@longviewtexas.gov) – vendor fee is \$50.00 and includes a 12 x 12 space within the event area. All vendors are responsible for providing their own tent, table and chairs. Vendor fees can be paid via credit card or by mailing a check made out to 100 Acres of Heritage.

Spaces are limited and vendors are juried by the Wine Swirl Committee. For consideration – please turn in your application and photos by Monday, April 15, 2019. You will be notified of your selection by April 20. Vendor fees must be received by May 1, 2019 – you will be invoiced for your spot upon acceptance.

Business Name _____

Contact Name/Title _____

Mailing Address _____

Phone _____ Email _____

Social Media sites: _____

What will you be selling: _____

Please provide us with photos, digital or printed of some of the items that you will be selling. Photos can be emailed to mheien@longviewtexas.gov. Your submission is not considered complete until the application has been completed & returned and 2-3 photos of your products have been provided. We reserve the right to refuse any vendor on the basis of political oriented or offensive material.

Are you selling food products: ___ Yes ___ No - If you are selling food products, please fill out the enclosed form from the City of Longview Environmental Health Department. An additional fee is required for this permit, it will to the Environmental Health Department

Will you need power for re Fridgeration/freezers: ___ Yes ___ No

Space is being limited to gourmet and speciality food vendors, wine crafts and products and other unique goods.

All accepted vendors will receive an assigned spot on Center, Tyler or Fredonia Streets.

Event time is 4:00-8:00 – set up will begin at 2:00. All vehicles must be removed from the set up area by 4:00.

For more information, please contact Melida Heien at 903-331-1469 or mheien@longviewtexas.gov



TEMPORARY EVENT APPLICATION
 City of Longview – Environmental Health Division
 410 S. High St.
 Mailing Address: P.O. Box 1952, Longview, TX. 75606
 Phone: 903 237-1285 Fax: 903 237-1289

Date(s)Event _____ Location: _____

Time Food will be set up: _____ Name of Concession: _____

Applicant's Name and Address: _____

Applicant's Phone # _____ Event Sponsor/Organizaiton: _____

List all proposed food items to be served:

Restaurant/Store/Source food will come from:

TEMPORARY EVENT fees - \$50 for 1-3 days, plus \$5 for each additional day
FEES MAY BE PAID BY CASH, CHECK, M.O., VISA OR M/C
ALL FEES ARE NON-REFUNDABLE

OFFICE USE ONLY IN BOX	
<ul style="list-style-type: none"> ∨ Permit Required ∨ Non-Profit – No Fee Required ∨ Permitted Caterer – No Fee Required ∨ No Permit Required 	Amount Paid \$ _____ Received by _____ Check/MO _____ Visa or M/C # _____ Exp. Date: _____ / _____

Temporary Event Permit-City of Longview, Texas

Event _____
 Location _____
 Name of Concession _____
 Permit Valid Only on the Following Date(s) _____

This application serves as your Temporary Event Permit for the operation of the concession listed above. No one may operate a Temporary Food Service Establishment without a valid permit issued for the date(s) of the event. The Temporary Food Service Permit must be conspicuously posted in view of the public. Failure to comply with requirements of the City of Longview Health Code may result in the filing of charges in court and/or suspension of your Temporary Event Permit.
FOOD NOT APPROVED MAY NOT BE SERVED – NO HOME PREPARATION OR STORAGE IS ALLOWED FOR TEMPORARY EVENTS THAT ARE PERMITTED BY THE ENVIRONMENTAL HEALTH DEPARTMENT.

Health Authority _____ Date _____ Applicant Signature _____ Date _____