



VENDOR PACKET

VENDOR APPLICATION, PARTICIPATION AGREEMENT, WAIVER & EVENT GUIDELINES

Thank you for your interest in participating in Tres Lagos Events. This Vendor Packet provides the information, requirements, and agreements necessary for vendor participation in markets, festivals, community events, and special activations hosted or managed by Tres Lagos. The packet is designed to streamline the application process, communicate event expectations, and ensure a professional, safe, and enjoyable experience for vendors, residents, guests, and visitors. By completing and submitting this packet, vendors acknowledge their understanding of and agreement to the policies and standards outlined herein.

SECTION 1: VENDOR APPLICATION

Application Notice: All sections of this application must be completed and any required documentation provided before an application can be reviewed. Incomplete applications will not be processed. Submission of an application does not guarantee vendor approval or participation.

BUSINESS INFORMATION

Business Name	
DBA (If Applicable)	
Business Structure	
☐ Sole Proprietor	
☐ LLC	
☐ Corporation	
☐ Partnership	
☐ Nonprofit	
Primary Contact	
Email Address	
Phone Number	
Mailing Address	
Website	
Social Media Handles	
Facebook:	
Instagram:	
TikTok:	
Others:	
Emergency Contact	
Name:	
Phone:	

PRODUCT DESCRIPTION (REQUIRED)

This is the most important section. Describe the products you intend to sell (required):

Examples: (please be specific)

Vendor Acknowledgment
Vendor Initials:

LIST YOUR TOP 5 PRODUCTS:

1.	
2.	
3.	
4.	
5.	

PRIMARY VENDOR TYPE (SELECT ONE)

For Farmer/Growers and Artisan/Makers, products must be grown, raised, produced, or handmade within the Rio Grande Valley (RGV).

- ☐ Farmer/Grower
- ☐ Food Producer
- ☐ Artisan/Maker
- ☐ Cosmetic/Body Care Vendor
- ☐ Resale/Retail Vendor
- ☐ Food Truck/Trailer
- ☐ Community Partner/Nonprofit
- ☐ Lifestyle Sponsor
- ☐ Other

PRODUCT CATEGORY (CHOOSE ONE)

Code	Category
☐ AG	Agriculture- Produce, Meats, Plants, Cut Floral
☐ BG	Baked Goods- Specialty, Gluten Free, Traditional, Seasonal
☐ CBG	Canned & Bottled Goods- Salsa, Pickles, Jams, etc.
☐ SN	Snacks & Ready-to-Eat Foods
☐ TS	Teas, Spices, Oils, Herbs
☐ AR	Artisan- Décor, Candles, Specialty Gifts
☐ COS	Cosmetics, Soaps, Essential Oil Products
☐ RS	Resale Merchandise
☐ FT	Food Truck/Trailer
☐ MISC	Miscellaneous

Vendor Acknowledgment

Vendor Initials:

PRODUCT ORIGIN DISCLOSURE

Are your products:

- ☐ 100% Grown by Me
- ☐ 100% Handmade by Me
- ☐ Manufactured by My Business
- ☐ Combination of Handmade and Resale Products
- ☐ Wholesale/Resale Products
- ☐ Locally Produced in the RGV
- ☐ Produced Outside the RGV

CERTIFICATIONS & BUSINESS DESIGNATIONS

- | | |
|--|--|
| ☐ Certified Organic | ☐ Minority-Owned Business |
| ☐ Grass-Fed | ☐ Veteran-Owned Business |
| ☐ Organic Practices (not certified) | ☐ Woman-Owned Business |
| ☐ Texas Cottage Food Producer | ☐ None |
| ☐ GO TEXAN Member | |

Food Operation Type:

Current Food Handler Certification (if applicable):

- ☐ Food Prepared On-Site
- ☐ Food Prepared Off-Site
- ☐ Pre-Packaged Food Only

EVENT TYPES

- | | |
|--|---|
| ☐ Monthly Markets | ☐ Community Events |
| ☐ Festivals | ☐ Special Events |
| ☐ Holiday Events | |

CITY OF MCALLEN TEMPORARY EVENT PERMIT

Will food be prepared, cooked, served, sampled, or held under temperature control at the event?

- ☐ Yes ☐ No

If yes:

- ☐ I understand that City of McAllen permits, inspections, and approvals may be required and that I am responsible for obtaining and maintaining all applicable permits and approvals.

LICENSES & PERMITS

- ☐ Texas Sales Tax Permit- License Number:
- ☐ Other License/Permits (if applicable):

Vendor Acknowledgment

Vendor Initials:

INSURANCE AVAILABILITY

Insurance Certificate Available:

☐ Yes

☐ No

Food Trucks/Trailers and certain vendor categories may be required to provide proof of liability insurance and a Certificate of Insurance (COI) naming the Tres Lagos Public Improvement District (TLPID), Rhodes Enterprises, Inc., and/or other designated entities as Additional Insureds as a condition of participation.

SITE ACCOMMODATIONS & EQUIPMENT

Standard Vendor Space (10' x 10') includes:

- One (1) 10' x 10' tent
- One (1) 6-foot table
- One (1) chair

New-to-Market Vendor Space includes:

- Shared space under a 10' x 20' tent
- One (1) 4-foot table
- One (1) chair

Space is shared with up to four (4) vendors.

Additional Requests

- ☐ Additional tables and chairs may be available for an additional fee.
- ☐ Electricity Requested (additional fee may apply)

FOOD VENDOR SPACES (BRANDED TENTS) AND FOOD TRUCK/TRAILER SPACES

Vendors are responsible for providing their own tent, tables, chairs, displays, and operational equipment.

Important:

- Food Trucks/Trailers and vendors located in designated Food Truck Areas are not provided electricity and must supply their own generator if power is needed.
- Water service is not available.

Event Preferences

Please select all events you are interested in:

☐ Farmers Markets

☐ Community Events

☐ Night Markets

☐ Special Events

☐ Holiday Events

☐ Festivals

Vendor Acknowledgment

Vendor Initials:

Preferred Frequency:

☐ One-Time Event

☐ Occasionally

☐ Monthly

☐ As Often As Available

SECTION 2: VENDOR RULES, GUIDELINES & CODE OF CONDUCT

The following standards apply to all vendors participating in Tres Lagos markets, festivals, community events, pop-up events, and special events.

VENDOR REQUIREMENTS

- Maintain a current Tres Lagos Vendor Application, Waiver & Release Agreement on file.
- Vendors must submit a new application annually to remain eligible for participation.
- Obtain and maintain all licenses, permits, certifications, and approvals required for your business and products.
- Provide accurate application information and promptly notify Event Management of any significant changes.
- Only products and services disclosed and approved through the application process may be sold at Tres Lagos events. Any additions or changes must receive prior approval from Event Management.

ARRIVAL & SETUP

- Vendors must arrive and complete setup by the designated event setup time.
- Vehicles must be moved to designated vendor parking areas after unloading.
- Vendors must remain within their assigned space(s).
- Late arrivals may forfeit their space at the discretion of Event Management.

EVENT EXPECTATIONS

- Maintain a clean, safe, and professional vendor space at all times.
- Food vendors must provide a trash receptacle for customer use.
- Conduct business in a respectful and courteous manner.
- Remain open for the duration of the event unless otherwise approved by Event Management.
- Keep all products, displays, and activities within your assigned space.
- Tents, displays, and tabletops must be neat, organized, and professionally presented. Table coverings are required, and boxes, supplies, personal items, and clutter should be kept out of public view.
- Remove all trash, equipment, and merchandise at the conclusion of the event.

Vendor Acknowledgment

Vendor Initials:

CONDUCT STANDARDS

Vendors are expected to treat residents, guests, customers, staff, sponsors, volunteers, and fellow vendors with professionalism and respect at all times.

The following conduct is prohibited:

- Harassment, discrimination, or abusive behavior.
- Disruptive or unsafe conduct.
- Illegal products or activities.
- Smoking or vaping in Tres Lagos parks, common areas, or event spaces.
- Alcohol consumption unless expressly authorized by Event Management.
- Unauthorized animals.

CANCELLATIONS & NO-SHOWS

- Vendor spaces are considered reserved once participation is confirmed.
- Vendors should notify Event Management as soon as possible if they are unable to attend.
- Repeated cancellations, late cancellations, or no-shows may affect future participation opportunities.
- Applicable vendor fees may remain due in accordance with event policies.

PARTICIPATION PRIVILEGE

Participation in Tres Lagos Events is a privilege. Rhodes Enterprises reserves the right to approve, deny, suspend, revoke, or remove vendor participation when necessary to protect the safety, integrity, reputation, or success of an event, its attendees, residents, vendors, staff, sponsors, or the community.

SECTION 3: MARKETING GUIDELINES

Vendors are encouraged to promote their participation in Tres Lagos events and must follow applicable branding and marketing standards. The current Tres Lagos Vendor Marketing Guidelines are incorporated by reference and may be updated periodically.

Marketing Guidelines Reference: [\[Guidelines | PDF \]](#)

Vendor Acknowledgment

Vendor Initials:

SECTION 4: VENDOR WAIVER & RELEASE AGREEMENT

WAIVER AND RELEASE AGREEMENT

THE STATE OF TEXAS §

§

COUNTY OF HIDALGO §

[Redacted] (“Vendor”) for good and valuable consideration, voluntarily and knowingly executes this Waiver and Release Agreement (this “Agreement”) with the express intention of effecting the extinguishment of all claims, choses of action and causes of action against **TRES LAGOS PUBLIC IMPROVEMENT DISTRICT** (“Tres Lagos”), as designated in this Agreement.

Vendor, with the intention of binding Vendor and Vendor’s heirs, successors and assigns, does hereby expressly release Tres Lagos, its past, present, and future officers, directors, attorneys, insurers, agents, servants, representatives, employees, affiliated and related corporations, parents, subsidiaries, partners, predecessors and successors in interest, divisions, assigns and all other persons, firms or corporations in privity with them or any of them, whether or not specifically named herein, from any liability, demand, damages, controversies, actions claims, choses of action, and causes of action, now or in the future, of any and every character, nature and kind whatsoever, whether known or unknown related my participation in the Tres Lagos Events or any project, activity or event sponsored, managed, arranged, promoted by, or otherwise affiliated or associated with Tres Lagos.

Executed this [Redacted] [Redacted] [Redacted]

VENDOR:

Vendor/Authorized Representative: [Redacted]

Business Name: [Redacted]

Signature: [Redacted] Date: [Redacted]

SECTION 5: VENDOR ACKNOWLEDGMENT & AGREEMENT

I acknowledge that I have read and understand the information contained within this Vendor Packet, including the Vendor Waiver & Release Agreement, Vendor Rules & Code of Conduct, and Marketing Guidelines. I understand that participation in Tres Lagos events is subject to approval and compliance with all applicable policies and requirements. By signing below, I certify that the information provided in this packet is accurate and complete to the best of my knowledge.

VENDOR:

Vendor/Authorized Representative: [Redacted]

Business Name: [Redacted]

Signature: [Redacted] Date: [Redacted]

Tres Lagos Use Only	
Status	Reviewed By
☐ Approved ☐ Conditional ☐ Waitlist	
☐ Denied	
Vendor Category	Approval Date
Event Type: ☐ Market ☐ Night Market ☐ Festival ☐ Other	