Addison Special Events

POS Software & Hardware Fees

All sales of concessions, food (excluding specialty food vendors), or beverages shall be made using Square Point-of-Sale software including mobile ordering. If Vendor fails to adequately track all sales through this software, they may be removed from the Event and excluded from participating in Addison-produced events.

Vendor is responsible for all software, hardware and processing fees associated with operating its Point-of-Sale System. Please read the following information on how to sign up for Square, learn about Square's fees and how to rent POS hardware.

How to Sign Up for Square Point-of-Sale

Square Point-of-Sale software is free to use- there are no setup fees or monthly fees. Only pay when you take a payment.

1. Go to **squareup.com** > click **Get Started**.

2. Enter and confirm your email address, create a password > click **Create Account**.

3. Select your business type from the drop-down. Enter your business and personal information. Click **Continue**.

4. You'll be asked to input your personal and business information and to answer a few questions to verify your identity. When complete, click **Continue**.

5. Enter your phone number or email address. We'll send a link to your mobile device to download the Square Point of Sale app. Keep in mind that you can sign into multiple devices using the same email address and password.

6. Tap the email or text message link to download the app to your mobile device.

Learn About Square's Fees

Square Processing Fees- The rates will never fluctuate and there are no hidden fees. More information **here.**

- Swipe, Dip, or Tap: 2.6% + $ 0.10
- Manually Keyed In: 3.5% + $0.15
- Square for Retail Online Store: 2.9% + $0.30

Other Fees- Square Point-of-Sale software is free to use- there are no setup fees or monthly fees. Only pay when you take a payment.

Square does have different point-of-sale packages for all kinds of business that may require setup or monthly fees. Opting into a package beyond the standard **Square Point-of-Sale** software is at the Vendor's discretion. Additional features are not required to operate at Addison events. More information **here.**

Renting POS Hardware

Vendor is responsible for providing its own point-of-sale hardware at its own expense. An adequate number of units must be operated by Vendor in order to provide timely service to Event patrons. Equipment must have the ability to operate Square Point-of-Sale software over a dedicated cellular data connection (i.e. 4G or 5G network) and accept credit card payment.

The Town of Addison is partnered with Fello for POS hardware needs. If Vendor chooses to rent hardware from Fello, they will have access to Addison's on-site tech support during event hours.

Rent hardware from Fello **here.**