



7th ANNUAL HOUSTON DRAGON BOAT FESTIVAL SEEKS VENDORS

Houston, TX -- The Texas Dragon Boat Association (TDBA) will hold its **7th Annual Houston Dragon Boat Festival at Allen's Landing in Downtown Houston** [1000 Commerce St., Houston, TX, 77002](#) (*clickable map link*) on Saturday, May 5, 2007. This year's event will be drawing teams and spectators from around the world.

I invite you to take part in this event. Enclosed please find our vendor packet including the press release and booth application. Vendors can expect:

- * a well-run event, this organization has produced 6 previous festivals in Houston and 3 in Clear Lake;
- * a crowd consisting of 1500 pre-registered Dragon Boat crew members and event staff, 70 volunteers and approximately 300 spectators;
- * Dragon Boat Racing attracts a wide cross-section of people with disposable incomes. Attendees include families, male & female sports enthusiasts, people interested in health & fitness and people interested in Asian culture.
- * a strong base of well-known event sponsors and strong support from local Governments;
- * lots of media - There will be local, regional, national newspaper, magazine, radio and TV announcements along with an internet marketing program;
- * Well Known Travel Destination – Allens Landing, located two blocks from the center of Houston's Downtown Entertainment District, was originally Houston's Port;
- * discounted room rates at the nearby hotel.

The **TDBA is a nonprofit 501(c)(3) organization** established to promote the tradition of dragon boating, increase awareness of Asian and Asian American culture, and enhance cross-cultural understanding. The organization has organized the Houston Dragon Boat Festival in downtown Houston each May for the last 6 years. The TDBA will also produce the **4th Annual Gulf Coast International Dragon Boat Regatta, October 20 – 21 on Clear Lake.**

Admission to the Houston Dragon Boat Festival is free to the public. Additional details about this package and applications can be obtained by calling or faxing **866-875-8960** toll-free, by emailing: vend@onebox.com or on the Web: www.texasdragonboat.com.

Best wishes,
Don Schwarzkopf
Vendor Coordinator
vend@onebox.com.

See Page 2 - Vendor Application

7th Annual Houston Dragon Boat Festival

Saturday, May 5, 2007, 8:30 AM - 4:30 PM

Allen's Landing, Downtown Houston

[1000 Commerce St., Houston, TX, 77002](#) (clickable map link)

VENDOR APPLICATION

Company Name: _____

Name: _____ Web Site: _____

Phone: _____ Email: _____

Address: _____

City _____ State _____ Zip _____

Number/Types of Booths: _____ Fee enclosed: _____

Description of items sold (must be approved by Festival): _____

FEES:

- \$ _____ -- \$ 75.00 -- ARTS & CRAFTS BOOTH RENTAL (10' X 10')
- \$ _____ -- \$125.00 -- ARTS & CRAFTS BOOTH RENTAL (10' X 20')
- \$ _____ -- \$190.00 -- FOOD (10' X 20') Plus City of Houston Permit (\$60 see #10)
- \$ _____ -- \$125.00 -- CORPORATE/MARKETING (10' X 10')
- \$ _____ -- \$ 45.00 -- NONPROFIT ORGANIZATIONS (non-food) (selling) (10' X 10')
- \$ _____ -- \$ 25.00 -- NONPROFIT ORGANIZATIONS (non-food) (no sales) (10' X 10')
- \$ _____ -- \$ -0- -- NONPROFIT ORGANIZATIONS with children's interactive exhibits (non-food) (no sales) (10' X 10')
- \$ _____ -- ELECTRICITY - Food - \$50; Other - \$25 -- one 110v Outlet
- \$ _____ -- \$25.00 - LATE FEE (after April 20)
- \$ _____ -- **TOTAL DUE**

PAYMENT:

Check/money orders are payable to: Texas Dragon Boat Association.

Payments after April 5 must be cash, cashier's check or money order.

Return to: Don Schwarzkopf, P O Box 130445, Houston, TX 77219

Voice/Fax 866-875-8960 Email: vend@onebox.com

RELEASE: Applicant's signature on this application releases and forever discharges the Texas Dragon Boat Association (TDBA), All Points Productions, EWMedia and all sponsoring organizations, their officers, directors, employees, and volunteers from any responsibility, personal liability, or claims of loss or damage arising out of, or in conjunction with participation in the 7th Annual Houston Dragon Boat Festival Festival. TDBA is not responsible for any injury sustained by exhibitors, patrons, or guests. Applicant stores and exhibits their goods at their own risk. In addition, I/we have read and agree to abide by all festival regulations stated in this packet, or risk removal from Festival site without refund.

Signature: _____ Date: _____, 2007

VENDOR AGREEMENT – FESTIVAL RULES/GUIDELINES (continued)

1. **ACCEPTANCE, CONFIRMATION AND BOOTH ASSIGNMENT:** Booth space is limited. Vendors selected on a first-come/first-serve basis. Return application with fee before **April 20**. Acceptance and booth location are determined by the date application and full payment are postmarked. You will receive a confirmation letter upon acceptance.
2. **LATE FEE:** If applications are postmarked within 20 days of festival, a late fee will be charged. Payments received within 30 days of a festival must be by cash, cashier's check or money order.
3. **EQUIPMENT:** Vendor provides tent, chairs, tables, and all other setup equipment. *Discounted rentals are available – contact us for details.*
4. **GENERATORS:** You will not be allowed to use your own generators.
5. **ELECTRICITY:** \$25 Arts & Crafts / \$50 Food. You will be provided with one **20-amp circuit!** A \$25 fee will be charged for each additional 20-amp outlet. A \$100 fee will be charged for each **220-volt** outlet. Vendor coordinator must be notified in advance of your power needs. Vendors must provide their own grounded 100 ft heavy-duty cord.
6. **WASTE DISPOSAL:** will be the sole responsibility of each vendor to keep the vending stall and the surrounding area clean. Vendors are required to provide their own garbage receptacles and garbage bags.
7. **EVENT DAY SETUP:** Vendors will not set up or bring vehicles and merchandise onto festival grounds until fees are paid - **NO EXCEPTIONS**. Booth location is determined by payment order. **Vendor check-in – Sat. @ 6:00 AM**. Confirmed vendors will be given first priority. Vendors who have not sent in an application with fees paid in full and received confirmation are not guaranteed a space and will be charged a late fee. **Vehicles & Parking:** Parking is first come/first served in designated public parking areas around the Park. There will be a designated unloading area. **Business Hours:** Vendors must be ready for business by 8:30 AM Sat. and will not be allowed to break down their booth until the festival closes at 4:30 PM.
8. **PROHIBITED MERCHANDISE:** All merchandise must be G-rated and suitable for a family-oriented event. The TDBA reserves the right to prohibit the sale of any merchandise we deem not appropriate for our event. Vendors may not sell alcoholic beverages.
9. **SALES TAX:** It is the vendor's responsibility to adhere to city and state tax guidelines in the collection and payment of sales tax. The Texas Sales Tax Info Line is 800-252-5555.
10. **FOOD VENDORS** are responsible for:
 - a.) City of Houston Health Permit (\$60) 713-794-9200. To download forms, go to: <http://www.houstontx.gov/health/Food/Temp%20Permit%20Package%20092003.pdf>
 - b.) maintaining a minimum of \$250,000 liability insurance;
 - c.) 3 food items per booth maximum, you may sell beverages.
 - d.) Disposal of your cooking grease
11. **PROPANE:** You will not be able to use propane at this event due to the high fees dictated by the City of Houston for Fire Permit & Fire Marshal and the private propane company contract.
12. **NONPROFITS** with interactive children's activities will not be charged a booth rental fee. Other nonprofits will be charged based on whether they are selling or non-selling.
13. **SECURITY:** Vendor will be solely responsible for the security and safety of their cash, coupons, equipment, goods, inventory, supplies, or other property.
14. **ACTS OF GOD:** The festival producers, promoters, sponsors, staff/employees, volunteers, etc. are in no way responsible or liable for personal adversity or acts of God.

Name: _____ Sign: _____ Date: _____, 2007