



VENDOR APPLICATION
10th Annual Gulf Coast
Texas Dragon Boat Festival
Downtown Houston – Allen’s Landing
May 1, 2010 8:30 – 4:30

Contact Name: _____ Company Name: _____

Address _____ City _____ State _____

Phone _____ Cell Phone _____

Email _____

Complete description of items _____

-
- _____ Arts & Crafts 10x10 space - \$70
 - _____ Arts & Crafts 10x20 space - \$100
 - _____ Food -10x20 space - \$200 (plus City of Houston Health Permit – 713-794-9200)
 - _____ Corporate / Marketing 10x10 space - \$125
 - _____ Non profit organization – no selling 10x10 space - \$30
 - _____ Non profit organization with children’s activity – no selling 10x10 space – FREE
 - _____ Power fee - Art/Craft \$25 - one 110v 20 amp outlet
 - _____ Power fee – Food Vendors \$50 - one 110v 20 amp outlet
 - _____ Late fee \$25. Postmarked after April 27, 2010

\$ _____ Total

For info call Dana Jones @ 832-866-2119 or email danajns@yahoo.com

Return Payments to:
TEXAS DRAGON BOAT ASSOCIATION
9414 Camargo Court. Houston, Texas 77074

SIGNATURE _____ DATE _____



VENDOR AGREEMENT – Event Rules and Guidelines

- **Booth space** is limited. Return application with fee before April 27, 2010 to avoid \$25 late fee. Acceptance and booth location are at the discretion of the Vendor Coordinator and receipt of full payment. Vendors will receive a confirmation or rejection call.
- **Late fee** - All applications postmarked after April 27, 2010 must pay a \$25 late fee. Payments received within 30 days of the festival must be by cash, cashier's check or money order.
- **Equipment** - Vendor provides tent, chairs, tables, and all other setup equipment.
- **Electricity** - \$25 Arts & Crafts / \$50 food per **110v-20-amp outlet**. A \$25 fee will be charged for each additional 20-amp outlet. Vendor Coordinator must be notified at the time of your application of your power needs. Vendors must provide their own-grounded 100 ft. heavy-duty extension cord. Generators must be pre approved. Propane is NOT allowed.
- **Vendor check-in – Saturday morning starting at 6am** as long as you are set up and ready to go by 8am. Vendors must check in with Vendor Coordinator at the Information Tent for space assignment.
- **Hours of operation** - Vendors must be ready for business by 8:00 a.m, and will not be allowed to break down their booth until the festival closes at 4:30 pm.
- **Vehicles & parking** - Parking is first come/first served in designated public parking areas in the Park. There will be a designated unloading area in the park. Vehicles must be moved before set up of booth begins. All vehicles must be moved from loading area by 7:30 a.m.
- **Merchandise** - All merchandise must be G-rated and suitable for a family-oriented event. Festival reserves the right to prohibit the sale of any merchandise we deem not appropriate.
- **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.
- **Food vendors** - City of Houston Health Permit is required – Contact the City of Houston Health Department 713-794-9200. There is a maximum of 3 items per booth. No duplication on food is allowed. Food vendors must maintain a minimum of \$150,000 liability insurance.
- **Propane** – Is NOT allowed at this festival.
- **Waste disposal** - Each vendor is responsible to keep their stall and the surrounding area clean. Vendors are required to provide their own garbage receptacles and garbage bags.
- **Security** - Vendor is solely responsible for the security and safety of their cash, equipment, goods, inventory, supplies, or other property.

RELEASE: Applicant's signature on this application releases and forever discharges Texas Dragon Boat Association, all sponsoring organizations, their elected officials, directors, contractors, employees, and volunteers from any responsibility, personal liability, or claims of loss or damage arising out of, or in conjunction with participation in the Festival. The Festival 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.

Print Name _____ Signature _____ Date _____