



Vendor Application
 Gulf Coast International Dragon Boat Regatta
 Sugar Land, Texas
 October 8-9, 2016

Company _____ Contact _____

Mailing Address _____ City _____ State _____

Phone _____ Cell Phone _____

Email Address _____

Complete Description of what you will be selling _____

All spaces are 10X10 unless otherwise noted. A 2 day commitment will offer you a 20% savings.

| | <u>One Day Rate</u> | <u>Sat/Sun</u> | <u>Two Day Rate</u> |
|---|---------------------|----------------|---------------------|
| Arts & Crafts | _____ \$100 | _____ | _____ \$160 |
| Arts & Crafts (10X20) | _____ \$175 | _____ | _____ \$280 |
| Food/Beverage (10X20) | _____ \$185 | _____ | _____ \$290 |
| Corporate/Marketing | _____ \$125 | _____ | _____ \$200 |
| <i>Nonprofit Organization fees do not allow selling</i> | | | |
| Nonprofit Organization | _____ \$50 | _____ | _____ \$80 |
| Nonprofit Organization w/child's activity | _____ \$25 | _____ | _____ \$40 |
| Tent 10x10 | _____ \$150 | | |
| Tent 10x20 | _____ \$225 | | |

Power fee – \$135 (Generator or power will be provided) _____ \$135

\$ _____ Total

For additional information please contact David M. Mandell or
 email at texasdragonboat@yahoo.com

Please fax the completed and signed application to (713) 490-2226 **AND** send the original application with payment to:

Texas Dragon Boat Association
 P. O. Box 980972
 Houston, TX 77098

Signature _____ Date _____



Vendor Agreement – Event Rules and Guidelines

- **Booth space is limited** - Please return application with fee before September 15, 2016 to avoid a \$25 late fee. Acceptance and location are at the discretion of The Texas Dragon Boat Association (TDBA) and required payment in full. Vendors will receive a confirmation or rejections email on or before October 14, 2015. Payments must be made by cash, cashier's check, credit card or money order.
- **Late Fee** - All applications postmarked after September 15, 2016 must pay a \$25 late fee.
- **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.
- **Equipment** - Vendor provides tent, chairs, tables and all other set up equipment.
- **Electricity** – Vendors **must provide their own grounded 100 ft heavy duty extension cord.**
- **Vendor Site Assignments & Check In – All vendor spaces are assigned.** Vendors MUST check in with Vendor Coordinator at the information tent for space assignment.
- **Vendor Set up** – Friday 6:00 pm to 8:00 pm with *prearranged permission* from vendor coordinator. OR Saturday morning at 6:00 am.
- **Hours of Operation** – Vendors must be ready for business by 8:30 am both days and will not be allowed to breakdown their booth till the festival closes at 4:30 pm.
- **Vehicles & Parking** – Vendors will have a designated load & unload area Friday night and Saturday morning before 7:30 am. Vehicles must be moved before booth set up begins.
- **Sales Tax** – It is the vendor's responsibility to adhere to city and state tax guidelines for the collection and payment of sales tax. The Texas Sales Tax Info line is (800) 252-5555.
- **Food Vendors & Health Permits** – A City of Houston Permit is **mandatory**.
- **Liability Insurance** – Food vendors must maintain a minimum of \$250,000 liability insurances.
- **Propane** – **Propane is not allowed. No exceptions!!**
- **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. TDBA will provide a large dumpster for waste disposal.
- **Inclement Weather** – If the Regatta is cancelled by TDBA Officials due to inclement weather you will be notified by the Vendor Coordinator. Booth rental fees are nonrefundable, however; vendors will receive a 50% discount on the next TDBA event.
- **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 Regatta. 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 regulations stated in this packet, or risk removal from the site without refund.

Print Name: _____

Signature: _____ Date: _____