



VENDOR APPLICATION
2009 TEXAS DRAGON BOAT FESTIVAL
DOWNTOWN HOUSTON – ALLEN’S LANDING
May 2, 2009

Company _____ Contact _____

Address _____ City _____ State _____

Phone _____ Cell Phone _____

Email _____

Complete description of items _____

- ____ Arts & Crafts 10x10 - \$70.
- ____ Arts & Crafts 10x20 - \$85.
- ____ Food -10x 20 - \$100. (plus City of Houston Health Permit \$60 call 713-794-9200 for info)
- ____ Corporate / Marketing 10x10 - \$125.
- ____ Non profit organization – no selling 10x10 - \$50.
- ____ Non profit organization with children’s activity – no selling – 10x10 -Free
- ____ Power fee - \$45. – one 110v 20 amp outlet – \$100. per 220v **OR**
- ____ I will bring my own generator. Please contact TDBA for more information
- ____ Late fee \$25. postmarked after April 20, 2008

\$ _____ Total

****Please note that all fees are to be submitted by April 24, 2009 and will be nonrefundable.**
For info call Dana Jones @ 832-866-2119 or email danajns@yahoo.com

Make checks payable to TEXAS DRAGON BOAT ASSOICATION

SIGNATURE _____ DATE _____



VENDOR AGREEMENT – Event Rules and Guidelines

- **Booth space** is limited. Return application with fee before April 20, 2008 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 20, 2008 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. A \$100 fee will be charged for each **220-volt** outlet. Vendor Coordinator must be notified one week in advance of your power needs. Vendors must provide their own-grounded 100 ft. heavy-duty extension cord. Generators must be pre approved.
- **Vendor check-in** – **Saturday @ 6:00 AM**. Vendor must check in with Vendor Coordinator at the Information Tent for space assignment.
- **Hours of operation** - Vendors must be ready for business by 8:30 a.m. Sat. and will not be allowed to break down their booth until the festival closes at 4:30 p.m.
- **Vehicles & parking** - Parking is first come/first served in designated public parking areas near the Park. There will be a designated unloading area on the Commerce St. closure. Vehicles must be moved before set up of booth begins. All vehicles must be off site 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 (\$60) is mandatory. It is the sole responsibility of the vendor to secure permit in advance. Call 713-794-9200 for more info. Forms available at: <http://www.houstontx.gov/health/Food/Temp%20Permit%20Package%20092003.pdf>
Food vendors must maintain a minimum of \$250,000 liability insurance.
- **Propane** - **NO propane at this event. 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.
- **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 _____