



Vendor Application

8th Annual Gulf Coast Dragon Boat Regatta
Brooks Lake @ Fluor in Sugar Land, TX
Saturday & Sunday October 22 & 23, 2011

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>	Sat/Sun	<u>Two Day Rate</u>
Arts & Crafts	_____ \$100	_____	_____ \$160
Arts & Crafts (10X20)	_____ \$175	_____	_____ \$280
Food/Beverage (10X20)	_____ \$175	_____	_____ \$280
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
Power fee – \$45 one 110v 20 amp/ \$25 for each additional 110v 20 amp connection	_____ \$45/\$25	_____	_____ \$80/\$45

\$ _____ Total

For additional information please contact Colleen E. Feasel (206) 372-0489 or
email at vendor@texasdragonboat.com

Please fax the completed and signed application to (713) 490-2226 **AND** send the original application
with payment to:
Texas Dragon Boat Association
609 Cortlandt St Apt #4
Houston, TX 77007

Signature _____ Date _____



Vendor Agreement – Event Rules and Guidelines

- **Booth space is limited** - Please return application with fee before October 1, 2011 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, 2011. Payments must be made by cash, cashier's check or money order.
- **Late Fee** - All applications postmarked after October 1, 2011 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** – A \$45 per 110v-20 amp outlet. A \$25 fee will be charged for each additional 20 amp outlet. Vendors ***must provide their own grounded 100 ft heavy duty extension cord.*** Generators must be preapproved if vendor wishes to provide their own power.
- **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 Sugar Land Health Permit is **mandatory**. **If you plan to distribute food or drinks you MUST complete the City of Sugar Land permit and return it with your TDBA Vendor Application.** TDBA will pay the fee and return all permit applications to The City of Sugar Land. Food vendor's who do not return this permit will not be allowed to set up the day of the event.
- **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. The Regatta 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 Regatta regulations stated in this packet, or risk removal from Regatta site without refund.

Print Name: _____

Signature: _____ Date: _____