



VENDOR APPLICATION
11th Annual Houston Dragon Boat Festival
Allen's Landing in downtown Houston, Texas
Saturday, May 7, 2011

Company _____ Contact _____

Address _____ City _____ State _____

Phone _____ Cell Phone _____

Email _____

Complete description of items you will be selling _____

_____ Arts & Crafts 10x10 - \$100

_____ Arts & Crafts 10x20 - \$175

_____ Food -10x 20 - \$175

(plus City of Houston food permit. I am working on contact information)

_____ Corporate / Marketing 10x10 - \$125

_____ Non-profit organization - no selling 10x10 - \$50

_____ Non-profit organization with children's activity - no selling - 10x10 -\$25

_____ Power fee - \$45 one 110v 20 amp/ \$25 for each additional 110v 20 amp connection

_____ Late fee \$25 (if postmarked after April 21, 2011)

\$ _____ Total

For additional information call Colleen Feasel at 206-372-0489 or email at
feasel_colleen@yahoo.com

Please Fax the Completed and Signed Application to (713) 490-2226
AND

Mail the Original Document and Payment To:

TEXAS DRAGON BOAT ASSOCIATION

609 Cortlandt St Apt 4

Houston, Texas 77007

SIGNATURE _____

DATE _____

Please note that all fees are to be submitted by April 21, 2011 and will be nonrefundable.*



VENDOR AGREEMENT - Event Rules and Guidelines

- **Booth space** is limited. Please return application with fee before April 21, 2011 to avoid \$25 late fee. Acceptance and booth location are at the discretion of the Texas Dragon Boat Association and requires payment in full. Vendors will receive a confirmation or rejection call on or before April 28, 2011.
- **Late fee** All applications postmarked after April 21, 2011 must pay a \$25 late fee. Payments received within 30 days of the festival must be by cash, cashier's check or money order.
- **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 setup equipment.
- **Electricity** \$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 pre approved.
- **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 Setup** Friday 6:00 PM to 8:00 PM* OR Saturday at 6:00 AM
- **Hours of operation** Vendors must be ready for business by 8:30 a.m. Saturday and will not be allowed to break down their booth until the festival closes at 4:30 p.m.
- **Vehicles & Parking** Vendors will have a designated unload and load area on Friday Night and Saturday before 7:30 AM. Vehicles must be moved before set up of booth begins. All vehicles must be off site by 7:30 AM Saturday.
- **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 Health Permit is mandatory. If you plan to distribute food or drinks you **MUST** secure a health permit. Contact the City of Houston Health Department at 713-794-9200 for more information. A copy of your health permit must be provided when you check in for the event.
Food vendors without health permits will not be allowed to set up and there will be NO REFUNDS
- **Liability Insurance** Food vendors must maintain a minimum of \$250,000 liability insurance.
- **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.
- **Inclement Weather*** If the Regatta is canceled by Texas Dragon Boat Association 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 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 _____