



Texas Hot Sauce Festival
September 21 & 22, 2019
Sat. 11 a.m. to 6 p.m. / Sun. Noon to 6 p.m.
Event Location: Bayou City Event Center
9401 Knight Road, Houston, TX 77045

Contact: Michael R. Martin
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Retail/ Arts & Crafts Exhibitor Agreement

BOOTH FEES:

Under the Pavilion: \$550.00 per 10' x 10' pavilion booth **Electric is available under the Pavilion. One (1) outlet for \$50.00 each.

Grassy Area: \$150.00 per 12' x 12' grass booth Electric is NOT available in grass area booths.

This event is at the Bayou City Event Center - popup tents are recommended in the grass area. The festival is fenced in with overnight security.

- Free WIFI
- Listings on the web site with hyperlink. Including the current Exhibitor List, and your listing with hyperlink will be kept on the "Festival - Highlights" page, post-festival.
- Listing in the 2019 Festival Guide.
- As always, Exhibitor access to the air-conditioned Hospitality / VIP area. This includes free beverages to be enjoyed during festival hours.
- Invitation to the Exhibitor Dinner Saturday night immediately following the festival in the VIP tent.

An Exhibitor Confirmation packet and approved menu items will be emailed to you.

Terms & Conditions

- I. **VENDOR FEE:** Additional costs for rental equipment or additional power will be added to the Vendor Fee. Vendors must use the entire space booked and may not share additional discounted space with another Vendor. The fee must be paid in full by credit card, check, or money order by August 30, 2019. Space cannot be reserved by telephone or email. Space is not booked until payment is received.
- II. **CANCELLATION:** The Texas Hot Sauce Festival will proceed "Rain or Shine." The Vendor Fee is refundable only in the case of cancellation of the event by the event producer. Vendor understands and accepts the risks of vending at an outdoor festival. Weather conditions, attendance, and failure by vendor to acquire permits or follow the rules of this agreement are NOT grounds for refund.
- III. **SPACE AVAILABILITY:** Spaces will be assigned on a first booked basis. THSF makes every effort to avoid grouping similar Vendors together to avoid hurting sales. Any other specific requests for placement will be addressed as practicable. THSF reserves the right to move Vendor spaces if circumstances warrant, with reasonable notice to the Vendor.
- IV. **PROMOTION:** Vendors are encouraged to provide images of standard booth and wares and description for inclusion on the festival website, as well as links for Vendor's website. Vendor grants THSF rights to photograph or record booth and wares at event for promotional purposes of the festival. Vendors are encouraged to assist in promotion of the Event through emails, website, social media, etc. to help insure a high attendance. THSF will provide material for promotion. If Vendor wishes to create promotional pieces for its use, please submit to THSF for approval.
- V. **SETUP REQUIREMENTS:**
 - a. **Prior to setup.** Vendor must provide a Sales Tax Permit.
 - b. **Timing:** Initial load-in of Vendors will occur Friday, 9/20/19, with Vendors working from trailers loaded in first. On the day of show, Vendors are encouraged to finish set up as early as practicable, as all Vendors must be fully set up and all vehicles removed to designated Vendor parking areas by 10:00 AM (one hour before opening). Vendors will be provided with parking passes, as well as limited wristbands for staff admittance to the festival

- and 10 additional comp tickets for guests. (**NOTE:** Guest Comps are single day, GA tickets only.)
- c. **Facility:** The festival will have concrete and grass space available. Vendors must be prepared to secure their tent(s) with stakes, barrels, and/or weights against wind, and secure all merchandise. Vendor understands that this is an outdoor event, that weather is unpredictable, and is responsible for protecting their property. THSF is not responsible for any damage to Vendor merchandise or structures.
 - d. **Required Material:** Vendors are required to bring any tents, tables, chairs, duct tape, staple gun &c. they may require. Area lighting and electrical power are available in the pavilion area, but Vendors MUST provide any SPECIFIC lighting they need as well as ALL extension cords, including long extension cords to reach power distribution. Power is not unlimited! Special or heavy electrical requirements are subject to additional charges. Vendors must notify the Vendor Coordinator of their power needs and may need to adjust requirements. Avoid multiple small, household extension cords.
 - e. **Space Usage:** Vendors' wares and displays must be entirely contained within the designated vendor space. ALL Vendors spaces in a given line will start at the same front line.
 - f. **Duration:** In the interest of the success of the event and all Vendors, Vendors must remain set up for the duration of the event. Any Vendor who tears down prior to closing will not be allowed to set up the remainder of the festival and will not be given a refund.

VI. **MERCHANDISE RESTRICTIONS:**

- a. **Event Merchandise:** Unless under a separate written licensing agreement, no Vendor may display goods or signage indicating "Official Event Merchandise," "Texas Hot Sauce Festival Merchandise," "Event T-Shirt," or any similar language. The Texas Hot Sauce Festival retains control over official event merchandise.
- b. **Objectionable Merchandise or Display:** In the interest of a successful and enjoyable event and in keeping with the image of the festival, THSF reserves the right to disallow any display of objectionable material, either merchandise, signage, or display, specifically concerned with violent displays, sexually explicit material, items with obscenities or profanity, illegal drugs and drug paraphernalia, firearms or explosives, merchandise containing racial slurs, manufacturer or copyright infringements, or other offensive or detrimental matter. Upon notification, Vendor will immediately remove any such objectionable merchandise or signage from the Event site.
- c. **Beverages:** Alcoholic, Carbonated Beverage, and Bottled Water sales are solely reserved to THSF's licensee or other designated provider. Vendors may sell certain beverages such as lemonade or other fruit drinks, tea, coffee, etc. with THSF approval. **UNDER NO CIRCUMSTANCES** may a Vendor sell, give out, or otherwise distribute alcoholic beverages of any kind.
- d. **Food Items:** Craft Vendors may sell unopened, packaged items not intended for consumption at the event, however, food items may NOT be sampled or opened without obtaining a Temporary Food Dealer Permit. Such permits and sampling are ONLY available for food items from a licensed commercial kitchen. So called "cottage food industry" products are not able to be permitted, so cannot be served or sampled and must be sold unopened.

VII. **CONDUCT:**

In the interest of a successful and enjoyable event and in keeping with the image of the festival, THSF will not allow overly loud or objectionable music to be played by Vendors, or tolerate disruptive conduct by Vendors. THSF reserves the right to have a Vendor removed from the event for violation. There will be no refund of Vendor Fee if Vendor is removed from the event due to violating this clause.

VIII. **PERMITS:**

- a. **Sales Tax:** Vendor acknowledges by signing this Agreement that Vendor has all necessary permits and licenses required to conduct their business, and that they are responsible for properly reporting Sales Tax figures. Vendor must provide current Texas Sales and Use Tax Permit number on this Agreement.

IX. **TRASH HANDLING:**

All Vendors are required to keep their space clean and free of trash and provide their own trash bags and trash receptacles. THSF staff are responsible for patron trash receptacles. All Vendor trash must be removed to the dumpsters or taken off site by Vendor.

X. **SECURITY:**

The Texas Hot Sauce Festival, its employees and sponsors are not responsible for lost, damaged or stolen property of any kind. Although there will be security during the event and overnight security for the Festival site, Vendors are responsible for securing their own property.

XI. **LIABILITY:**

The promoter is not responsible for any and all injury, liability, loss or damage that may occur to property or self, while on the premises. Insurance must be placed and paid for by the Exhibitor/Vendor. The festival organizers

