



MEMORIAL DAY COMMUNITY PARTY

Vendor Agreement, Rules and Guidelines

CONFIRMATION AND BOOTH ASSIGNMENT: Booth space is limited and vendors are selected on a first-come, first-served basis. Acceptance and booth location are determined by the date that application and full payment are postmarked. You will receive receipt and Day-of-Event Information the week prior to the event.

BOOTH SPACE: We provide booth space only. We do not provide tents, tables, chairs, etc. Please contact the event organizer if you require more space than a 20'x 20' provides, or for special accommodation requests. For safety reasons, tents must have weights on each leg or stakes to anchor them into the ground.

SALES / SUBLEASING: Sales must take place within your booth space. You may promote your company with coupons, promotional materials, and signage. Subleasing of booths is not allowed.

EQUIPMENT RENTAL: No equipment rental is available through the event or the event organizer.

EXCLUSIVITY: Types of merchandise sold must be included in the application and approved by the event organizer. To request exclusivity on a product, email: vendors.mdc@innseg.com.

DEPOSITS, LATE FEES, CANCELLATION, NSF: Applications paid after May 19, 2019 will incur a \$25 late fee. If you cancel within 6 days of the event, your fee will not be returned. A \$35 fee applies to returned (NSF) payments.

FOOD VENDORS:

- **Beverages:** Beverages may be sold by vendors.
- **Food Sales:** All food sales will be for cash, not coupons.
- **Health Permit:** A Temporary Food Service Establishment permit issued by the City of Houston Health Department is required. For more information, contact them at:

Houston Health Department (HHD)
8000 North Stadium Drive
Houston, TX 77054
Phone: 832-393-5169 or 832-393-5427
Web: <http://www.houstontx.gov/health/>

After payment is made, your name will be added to the food vendor list, which is then submitted to the City of Houston Health Department before the event.

- **Fire Marshal Permit:** The event organizer will secure the required Fire Marshal permit from the City of Houston Fire Department. All food vendors must specify on their application if propane will be used. Limited propane use is allowed.
- **Fire Extinguisher:** All food vendors must meet the City of Houston Fire Department requirements with a current fire extinguisher inspection sticker. The Fire Marshal may inspect



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booths at any time during the event. The Houston Fire Department states the fire extinguisher requirement as follows:

“Fire Extinguishers with a minimum rating of 2-A, 10-B:C with a **current tag** from a license Extinguisher company. Booths exceeding 20 feet in length have two extinguishers as indicated above. Extinguishers shall be in all booths who are involved in cooking using a heating device (LP, electric, charcoal). A **K-Type extinguisher is needed for all deep frying.**”

The Houston Fire Department has provided an Inspector Checklist for food vendors. You must follow the checklist items (highlighted in yellow) and ensure that your booth is properly equipped to meet the Fire Marshal requirements at the time of inspection during the event. The Inspector Checklist is available [online](#) and appended to this document.

WASTE DISPOSAL: It is the responsibility of each vendor to keep the booth and the surrounding area clean. Vendors must provide their own trash receptacles and trash bags. Vendors should double-bag all food waste. No dumping of oil or oil-based water is allowed; vendors failing to abide by waste disposal guidelines may lose their deposit.

EVENT DAY SETUP: Vendors will not be allowed to set up until all fees are paid. Vendor check-in and set-up information will be provided by May 22, 2019. You will receive a Day-of-Event Information Packet the week of the event that will give you specific instructions. Most vendors will not be able to pull up to their booths, so we advise that you bring a dolly for easier unloading. To enter the event area, you must bring your paid receipt. Security will only allow paid vendors to enter the unloading area. Vendors who have not pre-applied and paid are not guaranteed space. If set-up is allowed the day prior to the event, overnight security will not be provided.

VEHICLES / PARKING: Vendors will not be assigned parking space on event grounds. Vendors requiring restocking of supplies will need a dolly to enter the event site. More information will be provided in the Day-of-Event Information Packet.

BUSINESS HOURS: Vendors must be ready for business by 11:45am on event day.

PROHIBITED: Vendors may not sell drug paraphernalia, guns, fireworks, weapons, or apparel displaying profanity or sexually-explicit items. No music may be played in the vendor booths—**NO EXCEPTIONS.**

SALES TAX: It is the vendor’s responsibility to adhere to city and state tax guidelines in the collection and payment of sales tax. Non-profit organizations are required to submit their tax-exemption certification to the event organizer upon approval of their application.

SECURITY: The site is not fenced and the event will not have security. Vendors are solely responsible for the security of their cash, coupons, equipment, goods, inventory, supplies, or any other property.

VENDOR ITEMS: Only items listed in your vendor application and approved by the event organizer may be sold.



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VIOLATIONS: Event guidelines will be strictly monitored. If violations occur, two warnings will be issued. Additional violations will result in removal from the event site without refund.

SOUND LEVELS: Vendors may not play their own music at this event. Violators will be removed.

ACTS OF GOD: The event organizers, producers, promoters, sponsors, staff, employees, volunteers, etc., are in no way responsible or liable for personal adversity or acts of God.

RAIN OUT POLICY: If a date is cancelled due to rain, technical problems, or any other act of God beyond the control of the event organizer, a new date for the event may be rescheduled and/or the event fee will be refunded.

ELECTRICITY: Vendors must provide their own lighting fixtures and at least a 50-foot long grounded heavy-duty outdoor cable or extension cord to reach the electrical service areas. Only whisper-quiet type generators are allowed. All generators must be pre-approved by the event organizer.

ELECTRICAL NEEDS APPLICATION: Vendors whose electrical needs exceed 30 Amp/240 Volt circuits must submit the information in the following section for each piece of equipment by May 19, 2019. If you do not complete this form, we will not incorporate your needs into the electrical design plot of the event and you will not be supplied with electricity. An electrician can be available (at your expense) on-site during the event if you have a problem. A vendor coordinator must be notified in advance of your needs.

Type of equipment: On the next page, list each piece of electrical equipment you will use, including voltage, amps, wattage, and phase (this info is stamped on the name plate on each piece of electrical equipment). Examples include fryers, warmers, heat lamps, trailer size, grill, oven type, etc. Each major electrical appliance must have its own circuit. Use an extra sheet if necessary.

I hereby release and forever discharge Innovative Segue, and all sponsoring organizations, their elected officials, directors, employees, and volunteers from any responsibility, personal liability, or claims of loss or damage arising out of or in conjunction with participation in the Memorial Day Community Party (MDCP). Innovative Segue and all sponsoring organizations, their elected officials, directors, employees, and volunteers are not responsible for any injury sustained by exhibitors, patrons or guests. As a vendor, I confirm that I store and exhibit my business goods at my own risk. In addition, I have read and agree to abide by all event guidelines stated in the Vendor Agreement, Rules & Guidelines document, or risk removal from event site without refund.

Print Name

Signature

Date



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List of Vehicles

Make	Model	License Plate