

Tomball Night Downtown

Vendor Application Friday, August 4, 2017

Application Deadline - Monday, July 17 at 5:00 p.m.

EXHIBITOR SIGN-UP

Thanks for choosing to participate in the most dynamic and exciting **NIGHT** in northwest Harris County! Your booth selection will depend on available spaces at the return of your contract, so please be sure to return it right away.

STANDARD BUSINESS BOOTH – includes 10' x 10' space with variable pricing dependent on area selected. See the attached map for areas.

ADDITIONAL STANDARD BOOTH – includes additional 10 x10 space for \$25.00

YES! I would like the following:		Serving Food
<input type="radio"/> NON-PROFIT BOOTH (as space is available)	\$25	
<input type="radio"/> STANDARD BOOTH YELLOW	\$75	\$100
<input type="radio"/> STANDARD BOOTH GREEN	\$50	\$75
<input type="radio"/> STANDARD BOOTH BLUE	\$25	\$50
<input type="radio"/> ADDITIONAL BOOTH	\$25	
<input type="radio"/> ROAMING VENDOR	\$25	
<input type="radio"/> Late Fee (After July 17 th)	\$25	

*Cannot guarantee location

ELECTRICITY - *Request for electrical power must be made at time of application. See page 2 for power requirements.

<input type="radio"/> GENERATOR ACCEPTED	No Charge
<input type="radio"/> ELECTRICAL POWER(110)	\$25
<input type="radio"/> ELECTRICAL POWER(220)	\$50

Proposed use for power: _____

TOTAL COST: _____

Please make check payable to:

Greater Tomball Area Chamber of Commerce

P.O. Box 516, Tomball, TX 77377-0516

Visa Mastercard American Express Discover
Credit Card# _____

Expiration Date: _____ Security Code: _____

Did you participate last year? _____

If so, what block were you set up on? _____

Special requests/trailer/serve side? _____

The undersigned, acting herein by and through the duly authorized representative named below, does hereby agree to comply with and to be bound by the terms and conditions of this application and contract.

Company _____

Mailing Address _____

City _____ Zip _____

Sales Tax ID # _____

* The State of Texas requires that sales tax be collected on all items sold.

Contact Person _____

E-mail _____

Phone _____ Fax _____

Mobile Phone _____

Name to be used on Event Advertising, please print

Our exhibit will include the following products or services:

PROOF OF LIABILITY REQUIRED for food vendor and children's entertainment (bounce house, trains, petting zoo, etc.)

LIABILITY RELEASE

By signing below, I represent that the Greater Tomball Area Chamber of Commerce and City of Tomball shall not be liable or responsible for, and shall be saved and held harmless by the undersigned from any and all claims and damages of every kind for injury to, or death of, any person or persons, and for damages to or loss of property, arising out of or attributed, directly or indirectly, to the operation of **Tomball Night**, by the Greater Tomball Area Chamber of Commerce.

I have read and understand the rules and regulations on the following page.

Authorized Signature: _____

Dated this the _____ day of _____ 2017.

Call the Chamber office for details at 281.351.7222 or fax completed contract to 281.351.7223.

Tomball Night OFFICE USE ONLY

GTACC Initials _____ Booth Space # assigned _____
Date Payment/Contract Received _____

FIRST COME, FIRST SERVED

ALL EXHIBIT SPACES will be assigned **ONLY** upon receipt of this **COMPLETED CONTRACT** and your **FULL PAYMENT**. This is the only fair way to assign space.

OFFICIAL REGULATIONS AND CONDITIONS OF CONTRACT

By submitting this application for exhibit space, and in consideration for the reservation of exhibition space by the Greater Tomball Area Chamber of Commerce, herein after referred to as **GTACC**, for the exhibitor, the exhibitor and his employees, licensees, contractors and agents agree to comply with the following terms, regulations and conditions:

EXHIBIT SPACE CONTRACT:

A properly executed copy of the exhibitor's space contract must be on file with the **GTACC** before move-in commences.

CANCELLATION POLICY:

The **GTACC** will refund 75 percent of fees paid for booth space reservations cancelled by written request received by the **GTACC** on or before Aug. 1, 2017. No refunds will be made after Aug. 1, 2017.

GENERAL EXHIBIT SPACE AND COST:

All registration fees must be paid in full with this application and must be received in the GTACC office no later than July 17, 2017. Applications received after July 17, 2017 are subject to a \$25.00 late fee. The cost of exhibit space entitles each exhibitor to a 10 x 10 area. Electrical power is available at an additional charge. Request for electricity must be made at time of application. Tomball Night will be held rain or shine. No refunds will be given for inclement weather.

INSTALLATION SCHEDULE:

Exhibitors may begin installation of their booths on Friday, August 4, 2017 at:

- Trailers/Food Trucks – 12:00pm
- Yellow area– 2 pm
- Green area– 2 pm
- Blue(excluding S. Walnut) – 3 pm
- S. Walnut – 5 pm

Specific instructions and move-in schedules will be emailed to all exhibitors. **ALL EXHIBITS MUST BE INSTALLED BY 5:00pm** Friday, August 4, 2017(excluding S. Walnut). The **GTACC** reserves the right to prohibit move-in after that time and to complete or remove any display or exhibit remaining incomplete at that time at the exhibitor's expense.

DATE AND HOURS OF EXHIBIT OPERATION:

Friday, August 4, 2017- 5:00PM till 10:30PM

FAILURE TO EXHIBIT:

If an exhibitor fails to commence exhibition in his assigned booth(s) by 3:30 PM on Friday, August 4, 2017 then such booth space may be, at the discretion of the **GTACC**, reassigned, and upon such reassignment by the **GTACC**, the exhibitor forfeits any and all rights and privileges to such space and any and all claims for refund or return of any monies paid in connection therewith.

DISMANTLING SCHEDULE:

Exhibitors may begin dismantling activities no sooner than 10:00 PM Friday, August 4, 2017. Move-out must be completed by midnight Friday, August 4, 2017, however, electricity and lighting will be turned off at 11:00PM. The **GTACC** reserves the right to remove and discard any exhibit materials remaining after such times at the exhibitor's expense. **Each exhibitor is responsible for cleaning up around their area.**

FOOD VENDORS:

- No sides will be allowed for portable tents.
- Health certificates must be available for inspection.
 - Health certificates can be acquired at www.hcphes.org
- Must have fire extinguisher:
 - Class K, if use Grease or have Fryers
 - Other food, need 10 lb. chemical extinguisher

FIRE AND SAFETY REGULATIONS:

All displays must comply with the applicable regulations of the Tomball Fire Department and the following standards and are subject to Fire Department and/or **GTACC** inspection at all times. **EXHIBITORS MAY BE REQUIRED TO MODIFY THEIR EXHIBITS TO MEET SAFETY STANDARDS.**

- The use of gas or electrical motorized vehicles must be approved by authorized personnel of Tomball Night.
- Display and/or operation of any heavy equipment are subject at all times to the particular floor loading characteristics of the exhibit area.
- Any special effects, decorations, displays or operating equipment of any kind of a potentially hazardous or questionable nature must be approved by the Fire Department and the **GTACC** before being installed.
- The use of flammable liquids, gases or solids and the use of compressed gases are not permitted, except where the quantity of such materials and the nature of the proposed use does not, in the discretion of the Fire Department and/or the **GTACC** create an undue hazard.
- The exhibition of motorized vehicles or other equipment utilizing flammable fuels or propellants in the general exhibit area will be permitted only if all fuel or propellant tanks or reservoirs are emptied and locked, all battery cables are safely disconnected, and protective floor coverings are provided by the exhibitor under the vehicle.
- Heat producing appliances employing open flames, high heat, lighting effects, or similar techniques or practices, as part of an exhibit, may not be operated without the prior approval of the Fire Department and/or the **GTACC**.
- All operating electrical, plumbing and heating devices must be installed in compliance with the applicable requirements of the Fire Department.
- Smoking will be permitted only in designated areas.

ELECTRICITY:

Electrical is to be paid with booth registration. **DO NOT PLUG ANYTHING INTO FESTIVAL ELECTRICITY** until you are told to do so. Each 110 outlet is for use of one cord with no more than 20 amps draw. All extension cords must be #12 wire. Each 220 Outlet is for one cord with no more than 50 amps draw.

EXHIBITOR'S RESPONSIBILITIES:

By entering into this Contract, the exhibitor acknowledges and agrees that the **GTACC** is a non-profit service organization and is undertaking the sponsorship of and provision of exhibition space through **Tomball Night** for the benefit of and as a service to for-profit businesses and accordingly, the exhibitor agrees to assume and does hereby assume all risks, responsibilities and liabilities for losses, property damages or personal injuries resulting directly or indirectly from the installation, operation, maintenance, dismantling and removal of exhibits and displays, and the **GTACC** shall have no responsibility thereof.

The **GTACC** reserves the right to prohibit any exhibit or part thereof that, in their sole discretion, violates the regulations and conditions of this Contract or that is otherwise not in keeping with the technical and educational aims and objectives of **Tomball Night**.

Tomball Night Downtown

