



Harris County Fair & Rodeo Association

VENDOR AGREEMENT & INFORMATION

The Harris County Fair & Rodeo Association will have final authority in the manner of interpretation and enforcement of all rules and regulations related to the event and reserve the right to accept or reject any application of exhibit space at its sole discretion.

REQUIRED

Proof of Sales Tax Identification Number is required.
All trailer vendors MUST provide proof of liability insurance.

SECURITY

On-site security is provided from 10:00 pm through 6 am Thursday - Saturday night. The fair is not responsible for stolen or damaged property, accidents, or injury. Please protect your tent, trailer and/or merchandise is rain and wind proofed if housed outside.

VENDOR BOOTHS

Booths and locations are assigned on a first come first pay basis. If your booth is a trailer, when requesting your booth size, include trailer length with the tongue. Tables, chairs, display units, covers, etc. are the responsibility of each Vendor. The Fair will not provide tents, tables, chairs, signs or additional display equipment. We encourage each Vendor to decorate for Fall/Halloween.

Booths must be confined to the space you purchase. This includes trailer tongues, awnings, signs, product, tables, chairs, etc. Exhibits may not interfere with other exhibits or impede access to them or impede the use of the walkway. This will be enforced by the fire Marshall. All booths are subject to inspection by the Fire Marshall and should have a 5 lb. Class ABC fire extinguisher. Vendors are solely responsible for the reporting and payment of all state, sales/use tax applicable to your sales.

There will be no early take-downs. NO rain date. All Vendors agree to remain for the day's they rented during the event. Priority consideration will be given to vendors staying for both days. Early closings and/or take-down will harm the reputation of the Fair and its Vendors and will not be allowed. This may result in not being invited back in subsequent years.

TRASH

Place all vendor trash in dumpsters located around the fairgrounds, or in bags behind your booth. Keep your area clean and pick up all trash after take-down. *Please **DO NOT** put vendor trash in cans provided for fair visitors.*

VENDOR SET-UP and HOURS

Thursday food vendors, your set-up time is Wednesday, **October 26 at 12 pm to 9 pm.**

Friday vendors, your set-up time starts **October 27th at 5pm – 10 pm or October 28th at 6:00 am – 8 am.** We ask that you unload and move your vehicle as soon as possible, then return and set up your booth. All Friday vendors must be set up by 8:00 am Friday and open for business by **9:00 am.**

Saturday vendors, your set-up time starts **October 28th at 8pm – 10 pm or October 29th at 6:00 am – 8 am.** All Saturday vendors must be set up by 8:00 am Saturday and open for business by 9:00 am.

Please allow sufficient time to set up your booth. We ask that you unload and move your vehicle as soon as possible, then return and set up your booth. Please note we have other events (animals and contests) moving

in and out Thursday, Friday, and Saturday which is why we have specific move in and out times. **Move out/tear down times can begin at 7 pm and be moved out by 9 pm.** No vehicles will be permitted in vendor area after 10:00 pm due to the facility being closed.

ELECTRICITY - No last-minute electricity orders.

Electrical is to be paid with booth registration. Each 110 outlet is for use of one cord with no more than 30 amps draw. All extension cords must be #12 wire.

PARKING

There is **NO** designated parking lot for vendors. However, there is plenty of lot parking surrounding the Fairgrounds. Once unloaded, vendors must move vehicles to a parking lot or street parking. No vehicles are allowed to remain within Fair area (within and between the buildings).

FOOD VENDORS

All food and drink vendors **MUST** provide proof of liability insurance. Each food vendor must comply with applicable health requirements. Permits are required by Harris County Regulations. Each food vendor will be responsible for obtaining the proper permits. Any food vendor who is observed to be operating in an unsafe or unsanitary manner will be asked to leave the Fair. Each food vendor must comply with the local fire codes including a Class K Fire Extinguisher.

FEES

Registration deadline is **October 14th, 2022**. Cancellations made after October 14th, 2022 are non-refundable. The total amount is due with your application. Payments may be made by check or money order or via credit card (on-line submittal). Booth assignments will be based on the order of timely payment and registration entry. All booth assignments will be finalized one week prior to the fair, with an effort to separate same type vendor items. Later applicants will be located in the remaining available spaces. One week prior to the fair, we will email you information containing your designated booth number(s). Booths numbers will not be assigned unless paid in full. Return Check Fee \$35 – this could result in exclusion from the fair.

PRODUCT ELIGIBILITY

Vendors are expected to exhibit **ONLY** items that are suitable for viewing by all ages. Items of questionable taste or items that do not reflect the high standards of the Fair's Management Team, or items not listed on the Vendor Application will be prohibited. Additionally, the following items will be prohibited with **NO EXCEPTIONS**:

- Any items that may violate Federal, State or local laws.
- The sale of live animals.
- Materials deemed to be related to or supporting an activist with PETA.
- All firearms, accessories and kits, air soft guns, toy guns or other items that release a projectile.
- Any restraint devices, clubs, blackjacks, and other items designed and marketed for police use.
- Swords, daggers, switchblades and knives (**western pocket knives must have pre-authorization**).
- Chemical defense items, paint ball guns and supplies, darts, stun guns, and martial art weapons.
- Pornographic material and literature, or sexually oriented items and literature.

Violators will be subject to immediate removal without refund of fees.

All rules and regulations will be fairly, strictly, and unilaterally enforced by the Harris County Fair & Rodeo Association Leadership. Your full cooperation will be appreciated.



Harris County Fair & Rodeo
October 27- 29th
Thur/Fri. 9 am -9 pm Sat. 9:00 am - 9:00 pm
PLEASE PRINT AND MAIL TO:
 Harris County Fair and Rodeo Association
 % Michele Reed/Gina Keator
 600 Highway 290 East
 Hempstead, Texas 77445
 Gina @ 832-578-9857 or info@HCfairandrodeo.org

FAIR USE ONLY	
Date Rec'd	_____
Ck or MO #	_____
Amount \$	_____
Booth #	_____
Cleared	_____

VENDOR APPLICATION: Check one **MERCHANDISE** **FOOD**

This application is also online if you prefer to submit electronically at
www.HCfairandrodeo.org "Get Involved" Page

All Applications, documents, and full payment must be received by October 14th, 2022.
 All Food Vendors must submit Insurance certificate by October 14th, 2022.
 or forfeit their participation (Rules page 2). Certificate of Liability Insurance must be current and show the following as certificate holder: Harris County Fair and Rodeo Association

* THERE IS NO RAIN DATE * All fees are non-refundable. First come, first placed.

- | | | | | |
|--|--------------------------|-----------------------|--------------------------|-----------------------|
| MERCHANDISE (Sat Only) | <input type="checkbox"/> | 10x10 - \$100 IN DOOR | <input type="checkbox"/> | 10x20 \$190 IN DOOR |
| MERCHANDISE (Fri + Sat) | <input type="checkbox"/> | 10x10 - \$130 IN DOOR | <input type="checkbox"/> | 10x20 \$250 IN DOOR |
| FOOD OUTDOOR (Sat Only) | <input type="checkbox"/> | 10x10 Tent - \$100 | <input type="checkbox"/> | TRUCK/TRAILER - \$200 |
| FOOD OUTDOOR (Thur + Fri + Sat) | <input type="checkbox"/> | 10x10 Tent - \$150 | <input type="checkbox"/> | TRUCK/TRAILER - \$300 |

Booth Size Amount (Checked from above) \$ _____

Electricity

110 volts 30 amps for first outlet	\$50.00	Qty _____	\$ _____	1st Outlet
Additional 110 volts 30 amps	\$50.00	Qty _____	\$ _____	Extra Outlets

Note: We are charged electricity, therefore no last-minute electricity request. Electrical is to be paid with booth registration. Each outlet is for use of one cord must be #12 wire, 110 MAX 30 amps draw.

Website and Logo listed on our Vendor page \$20.00 \$ _____

To list our website and logo on our Vendor Page at www.HCfairandrodeo.org
 Email your logo to info@HCfairandrodeo.org

TOTAL AMOUNT DUE \$ _____

Additional Information/Notes:

Booth involves a trailer? NO ____ YES ____ Size _____ (with tongue)

Submitting your application before the deadline is not a guarantee of acceptance.

If not completing the Vendor Form online, please fill out the following:
Please make check or money order payable to: Harris County Fair and Rodeo Association

Total Amount Due: \$ _____ Date: _____ Check # _____ **\$35 Returned Check Fee**

Business Name: _____ Contact Person: _____

Address: _____ City/St/Zip: _____

Daytime Phone: _____ Emergency Phone: _____

Sales Tax Number (required): _____

Email Address: _____

Business website: _____

Brief description of merchandise. All items must be listed:

How did you hear about us? _____

Liability Release

I understand that during my participation as a VENDOR in the Harris County Fair and Rodeo (EVENT), the Harris County Fair and Rodeo Association (SPONSOR) is the final authority in the manner of interpretation and enforcement of all rules and regulations related to the EVENT and reserves the right to accept or reject any application for exhibit space at its sole discretion.

I, the VENDOR, agree to keep, save and hold the EVENT and/or SPONSOR harmless from any and all action, liabilities, damages, judgments, costs and expenses including reasonable attorney's fees, in the event an action is filed or does in any way accrue against the EVENT and/or SPONSOR of consequence of the Agreement or for any act, negligence or omission of the SPONSOR or the SPONSOR'S agents, employees, participants or volunteers, in relation to the event.

I agree that the EVENT and SPONSOR may use any photos or images taken or submitted for publicizing the EVENT with no compensation.

I acknowledge that I have read and understand the information contained in this application. I further understand and agree that failure to abide by the rules stated in this application can lead to immediate expulsion from the Harris County Fair and Rodeo with no reimbursement or legal recourse whatsoever.

AGREED AND ACCEPTED ON:

Printed Name _____

Signature _____ Date: _____

****** APPLICATION MUST BE SIGNED ******