



Indoor Marketplace

Vendor Registration Form

October 18-20, 2024

Business Name: _____

October 18-October 20, 2024: \$350 per single booth.

Fri.-5:00PM-11:00PM Sat. 12:00PM-11:00PM & Sun. 12:00-10:00PM

(1-10' x 10' Booth, 1- 6ft. table, 2-vendor access passes per day, 2 chairs)

October 18-October 20, 2024: \$450 per double booth.

(1-10' x 20' Booth, 1- 6ft. table, 2-vendor access passes per day, 2 chairs)

_____ **\$65+Tax Electricity service** (One standard 110v plug) _____ **\$150 Buyout Fee (Food or Beverage Vendor additional fee)**

VENDOR RULES:

- o Must stay within 10'x5' table front space only.
- o No firearms, ammunition, teasers, laser pointers, lighters, flammable or any hazardous materials allowed.
- o Any soaps, perfumes, creams, oils & lotions that may come in contact with a person must follow health-permitting guidelines.
- o One booth may **NOT** be shared by two different businesses or vendors
- o For product care purposes, no items allowed on the floor, no hanging items from building, curtains or walls. Tarps not allowed
- o Must display and sell merchandise in an organized and professional manner.
- o Distribute product samples and information within your table front space only.
- o Advertising for other services or other businesses is **NOT** allowed.
- o No outside food or beverages permitted into the McAllen Convention Center premises.
- o Smoking or Alcohol consumption is prohibited by vendors &/or their representatives.
- o Non-complying vendors will be asked to leave the premises and may be permanently banned as vendors at the McAllen Convention Center.
- o Vendors must attend all three days. Failure to do so will not be invited to attend the following years and runs the risk of a **fee**. Vendors may **NOT** leave the market early unless excused for valid reasons.
- o Vendors, McAllen Convention/Performing Arts Centers shall have the right to collect and have custody materials or personal property left in the facility. **If not claimed 48-hrs following the last day of event**, such property is considered abandoned. The department is not liable for any loss to property left behind on premises.
- o McAllen Convention Center is **NOT** responsible for the capacity of the attending public at the event. Based on that we **DON'T** give refunds on paid spaces participating on the event.
- o Products to be sold. Only picture products that you send us will be allowed on display.
- o Any damages on the Square equipment (**IPad, IPad Stand, Hot Spots and charger**) loan to you will cost a **fee** to replace.
- o Vendors need to be at their booth **1 HOUR BEFORE** the event to be ready to sell at opening hours. Failure to do so will not be invited to attend the following years.
- o *McAllen Convention Center/McAllen Performing Arts Center* is not responsible for any public attendance at the event, based on that it is not possible to give a refund of payment on your booth based on your sales made.

TERMS & IMPORTANT NOTICES: Vendor agrees that this document, when signed below constitutes a binding agreement. Vendor further agrees that upon Marketplace receipt of this signed agreement, it shall be enforceable in accordance with its terms. By signing below, the individual represents and warrants that he/she is duly authorized to execute this binding agreement on behalf of Vendor. Vendor agrees to be bound by the information and terms herein and any event rules and regulations represented now or as established later by the McAllen Convention Center.

HOLD HARMLESS: Vendor agrees to indemnify, defend, and hold harmless the City of McAllen Convention Center, and their officers, agents and employees from and against any and all claims, demands, proceedings, actions, suits, judgments, liabilities, damages, losses, costs, and expenses, including those that may arise from Vendor's participation in the Event, and including as well, but not limited to claims for personal injury and/or damage to property, and further including, but not limited to any investigation, legal and/or costs and expenses incurred in connection with any amount paid in settlement of any claim demand, processing, action, suit, or judgment resulting from and/or in connection with Vendor's participation in the event.

ALL PAYMENTS ARE FINAL - NO REFUNDS

Vendor Packet Pick-Up & Move-in: October 17th – 18th at the McAllen Convention Center.

Thursday October 17th 2:00pm – 8:00pm

Friday October 18th 8:00am – 3:00pm



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PLEASE COMPLETE THE FOLLOWING INFORMATION

Please note: Include photos of all items. Vendor items are subject for approval by the McAllen Convention Center but doesn't guarantee participation on the event. Site assignment is at sole discretion and authority of Marketplace coordinator. There is a limited amount of booths allowed per merchandise category. Booth must be paid in full in order to confirm. Limited space. No holds.

Business Name:

Owner Name:

Address:

Primary Phone:

Secondary Phone:

E-Mail:

I give permission to display my contact information (business name, phone number and email) on market website and Facebook page. This information is used on market websites in areas such as vendor lists and on the interactive market map.

YES NO

Booth: _____ **Amount Due:** _____

(Please make your Money Order payable to the McAllen Convention Center - **No personal checks accepted**)

Vendor Signature:

Date: