



## Thursday, November 8, 2022

**Event Location:** Casa De Amistad \* 1204 Fair Park Blvd. \* Harlingen, TX 78550

### Schedule of events

10:30 a.m. – 12:30 p.m. Vendor Set up

1:00 p.m. - Doors Open & Show begins

3:00 p.m. - Show Concludes

- *Concessions will only be open from 11:00 a.m. – 3:00 p.m. with drinks and light snacks for sale. Vendors are welcome to set up and leave to get lunch*

### Set-up/Check-In

You may set up your booth from 10:30 a.m. – 12:30 p.m. on the day of the event. Please locate the booth with your company name. If there are any questions, notify us immediately, but please **do not rearrange booths.**

### Entering Casa de Amistad

All vendors need to enter through the side loading dock (not the front entrance as those doors are only unlocked during show hours). Please check in at the Registration Booth. After you have unloaded, you must move your car to the regular parking lot. There is no parking allowed in the loading dock area.

### Tips and Notes Regarding Your Booth:

- **SET-UP MUST BE COMPLETED BY 12:30 p.m.** Your table assignment will be forfeited if you are not set up by 12:30 p.m. Remember, our guests arrive early at our events.
- A table with multi-color skirting and two chairs will be provided. *Title, Platinum and Gold Sponsor booths have pipe and drape.*

- If your company has a banner or sign, we encourage you to use it to decorate your area.
- Display products, photographs and testimonials to add visual interest.
- Take plenty of literature to hand out: brochures, flyers, business cards, magnets, coupons, etc.
- Take a sign-in sheet so that you can collect phone numbers, email addresses, etc. of those who are interested in your company.
- Bring your calendar so you can schedule appointments.
- If you plan to offer a special or park rate, please be prepared to share that information.
- Any instant win games, such as Wheel of Fortune, mini golf, Velcro darts, will keep people at your booth long enough to strike up a conversation. It doesn't have to be anything fancy, just something to do. Prizes can be simple.
- **If you require electricity at your booth**, there will be electrical boxes throughout the show for you to plug into. **We strongly recommend that you bring an extension cord with you.**
- We anticipate an attendance of approximately 200 people.

### **Door Prizes:**

We encourage every vendor to contribute only one door prize. Remember, these door prizes keep attendance at our events high. This may be company logo gear, merchandise, gift cards/credit for your company, restaurant gift cards or anything else you can provide. Be sure to attach a business card to your prize or include it in the envelope.

Please register your door prize with Welcome Home RGV at vendor registration. **Door Prize Drawing will be announced at 2:45 PM.** Welcome Home will NOT announce any winners of drawings done at your own booths.

### **Payment**

Payment is due when you register and must be received 10 (ten) days prior to the show. If payment is not received, your registration will be dropped, and your table space will be allocated to another vendor.

Our job is to make this expo fun and easy for everyone!!

If you have any questions, problems or concerns, please contact Anne Marie Martin, [events@welcomehomergv.com](mailto:events@welcomehomergv.com), 956-687-5115.

## Indemnities and Insurance

- (A) Exhibitor, their agents or employees hereby covenants and agrees to indemnify the Welcome Home RGV Connection Fair, its officers and employees, and hold them harmless, and discharges them from any and all liability for loss, injury or damages to any person or persons or for any loss or damage to property, and for any loss, injury or damages to any person or persons or for any loss or damage to property occasioned by any persons attending the show during the course of the event. \_\_\_\_\_ ◀
- (B) Exhibitor, their agents or employees hereby agrees to indemnify and hold harmless Casa de Amistad, its officers or employees and hold them harmless and discharge them from any and all liability for loss, injury or damages sustained by reason of the occupancy and/or use of the facilities at Casa de Amistad, during the course of the event. \_\_\_\_\_ ◀
- (C) Insurance: It is recommended by the lessor that Exhibitor carry Comprehensive General Liability Insurance to protect himself fully with regard to any liability for loss, injury or damages to property or personal injury, damages or loss occasioned by any persons employed by exhibitor or any persons sustaining personal injury, damage or loss to as a result of your exhibit. \_\_\_\_\_ ◀
- (D) Exhibitor shall provide lessor with a Certificate of Insurance. This is merely a binder acquired from your insurance company and in most cases, there is no charge for this service. \_\_\_\_\_ ◀
- (E) If you do not carry insurance, you still must initial, sign and return this form. \_\_\_\_\_ ◀

A Signature is required below, and you must initial Items: A ◀ B ◀ C ◀ D ◀ E ◀

COMPANY NAME: \_\_\_\_\_

Address: City: ST: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

This form must be returned to our office prior to show dates: Nov. 8, 2022

**Welcome Home RGV**

219 W. Nolana

McAllen, TX 78504

956-687-5115