



# Annual Christmas in July Event

July 25, 2015 3:00 pm – 8:15 pm



The Family of Faith Lutheran Church  
16710 FM 529 Road  
Houston, TX 77095

## Booth Rental Application & Contract

Deadline: July 22, 2015

### RULES AND REGULATIONS

- Exhibitors must participate the whole day of the event and be present for all hours of operation. The event runs from 3 p.m. to 8:15 p.m. with hours of operation for vendors from 3 p.m. to 7 p.m.
  - Exhibitors must stay within purchased booth space. No displays outside of booth space. No person is permitted to use additional booth space unless purchased through event staff.
  - Booth fee includes marked area. This is an outdoor show and some areas will be on grass and may not be perfectly level.
  - Booth fee does not include tent or table. If required, rental information is provided below.
  - **No vehicles off of paved areas.** Vendors can park in the parking lot.
  - **BOOTH FEES: Make check or money order payable to The Family of Faith.** (No personal checks after July 9.) **OR make payment with application online at [www.tfof.org](http://www.tfof.org).** Mail completed application and fees to 16710 FM 529 Rd, Houston, TX 77095. No refunds will be issued once confirmation is sent.
  - Booth sizes available:  10' x 10' (\$50)  10' x 20' (\$65)
  - Tent:  10' x 10' (\$165) \*  10' x 20' (\$255)\* provided by ACME Rentals
  - Table(s):  6' x 30" x 30" (\$10)\* provided by ACME Rentals
  - Chair(s):  2 (\$6)
  - Ticket to Justin Graves Concert (7pm to 8:15pm)  1 ticket\* (\$20)  \_\_\_ additional ticket\* (\$15 ea)
- \* not reimbursed for any reason

You may bring your own Table(s) and Tent.

Do keep in mind that there will be only one vendor for each product. Please submit your application early to ensure your spot. We thank you for your support and look forward to seeing you.

Business Name: \_\_\_\_\_

Contact/Vendor Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Website address: \_\_\_\_\_ Contact phone number: \_\_\_\_\_

Cellular number: \_\_\_\_\_ Total Application Fee: \_\_\_\_\_

Items to be sold:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete the application form and return to Angela at The Family of Faith (TFOF).

If you have any questions or comments please feel free to email Angela Wesley at [angelawesley@gmail.com](mailto:angelawesley@gmail.com); Subject Line: TFOF Christmas in July Vendor.



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\*ANY violation of these rules will result in removal from participating in this show and all future shows and all fees paid will be forfeited. By signing this form, you agree to remain in compliance throughout the event. \_\_\_\_\_Initials

\*If there is any damage to artwork or personal property I will not find The Family of Faith, its employees or agents liable. \_\_\_\_\_

**ONLY ONE VENDOR PER COMPANY** (i.e. Avon, TLC, Origami Owl, etc.) will be allowed. However, there may be several companies represented with similar products. If there are more vendors than spaces, we will create a waiting list, with priority given to product lines and services that are different from those already represented. This **contract is between one vendor and TFOF**. If you choose to have a “sister” consultant split the cost, you may do so. However, **you are solely responsible** for your booth.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## ACME Rental 2015 Christmas in July

### TABLE/CANOPY RENTALS

If you would like to rent tables and/or canopies for the Event, fill out this form and return it with your Registration Contract. All rental requests must be placed before the Event. Tables and canopies will be setup within your booth space before arrival and taken down after you depart. PLEASE NOTE: Once your canopy is set up in your booth space it **cannot** be moved. NO RENTAL TENTS WILL BE SET UP AFTER 12 p.m. ON SATURDAY, JULY 25, 2015.

Name: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Need:

\_\_\_\_\_ Canopy (tent) –opened on all sides (one booth)  10' x 10' (\$165)

\_\_\_\_\_ Canopy (tent) –opened on all sides (one booth)  10' x 20' (\$255)

\_\_\_\_\_ Table –  6' x 30" x 30" (\$10 per table)

\_\_\_\_\_ Chair –  2 (\$6)



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Booth Space #

## Policies and Procedures

1. **ATTENDANCE/ FAILURE TO OCCUPY SPACE:** If you are unable to attend you may send a representative to take your place with prior consent of TFOF. Only the product line approved on your contract will be allowed. In the event the vendor does not occupy the assigned space within 30 minutes prior to the opening of the show, TFOF reserves the right to sell the space without refund or obligation to the original leasing vendor. The original vendor will NOT be entitled to a refund. There are NO exceptions. **Vendors are required** to be on time and are contracted until the end of the event. **No vendor is permitted to tear down their display or leave early** unless TFOF announces an early closing. **Any vendor who tears down early or leaves will receive an invoice of \$20.00 for show disruption. Early tear down is unprofessional, disruptive to other vendors and causes a rolling effect.**
2. **EXHIBIT SPACE/CLEAN-UP** is the vendor's responsibility. Each vendor is responsible to keep their booth neat and clean at all times. Vendor's space shall be no larger than the assigned area. **NO RACKS OR FIXTURES are allowed in the walkways and may not block the line of sight to stores across from you.** You MUST dispose of your own trash. Nothing may be drilled, screwed, stapled, tacked, taped, or nailed into any space on the property. We are not responsible for lost, stolen or broken items. **ONCE ASSIGNED A SPACE, OR A SIGN IS PLACED FOR YOUR SPACE, YOU MAY NOT MOVE WITHOUT THE APPROVAL OF TFOF.**
3. **You may bring your own table and chairs or rent them from TFOF.** If you bring more than one table, those must fit within **THE SPACE PROVIDED**, if not you will have to **REARRANGE** or pay for another space or remove the other table(s). We will be setting up before 12 p.m. on Saturday, July 25. You may set up after 12 p.m. on July 25.
4. **SIGNS ARE PERMITTED.**
5. **STAFFING Booths must be staffed by vendors at all times.** TFOF reserves the right to remove any vendor or participant from the event and future events for unacceptable behavior and/or non-compliance with the rules and procedures of TFOF events. Items sold that may cause injury to fair goers (i.e. items with sharp or pointed edges) should be wrapped before leaving the vendor's booth.
6. **LAWS** Vendor is charged with the knowledge of all laws, ordinances, and regulations pertaining to public safety while participating in the Event. Compliance is mandatory and the sole responsibility of the Vendor.
7. **GENERAL ETIQUETT** a smoke and alcohol free environment.
8. **CHECK IN/SETUP** **any time after 12 p.m. on the Saturday of the event.** You must be set up and ready to vend by 3:00pm on Saturday.
9. **PAYMENT** may be made by **check, money order, PayPal or credit card (via website registration).** Check or money order **payable to The Family of Faith.** (No personal checks after July 9.) **OR make payment with application online at [www.tfof.org](http://www.tfof.org).** **Mail completed application and fees to 16710 FM 529 Rd, Houston, TX 77095.** NSF check will be charged \$35.00 and will have to be paid either by PayPal or cash brought to me with NSF fee included. **Payment and contract secures your space.**
10. **CANCELLATION/REFUND POLICY** Should TFOF find it necessary to cancel the event, other than an act of God (weather, natural disasters, illness, death, or attendance) or an act of war, amount paid by exhibitor will be refunded, The Christmas in July Event is a rain or shine event. Refunds will not be given in case of inclement weather. If you cancel one month or more prior to the event, all monies paid will be returned. All cancellations must be submitted in writing. **There are absolutely NO refunds the three weeks before the event for any reason.** Exhibitors forfeit booth space if they have not yet arrived by 2:30 p.m. on the event date. "No Show" Exhibitors will not be refunded, and will risk future participation in Christmas in July Events.
11. **CHANGE OF EVENT/TERMINATION OF EVENT** TFOF has the right to make any changes necessary in their sole judgment for the benefit of the event, including change in size, location and duration of the event. In the event that the venue building closes its doors for any reason, or Acts of God, including war, strike, fire disaster, curtailment of transportation, or other emergencies this contract may be terminated.
12. **ADVERTISEMENT** TFOF will create flyers, which will be made available to vendors as requested. We will also advertise on several event websites and Facebook events pages. We will provide press releases to a variety of news and radio companies for inclusion in their community event segments. Although show is advertised in several media outlets, there is no guarantee of sales to any vendor.
13. **GUEST ATTENDANCE** TFOF has no control over the attendance of guests or promises any specific result. Please invite guests and give out flyers. A copy of the flyer will be made available to all vendors. **Please, help us help you by providing images of your product, details and post on the event site.**
14. **PARKING AND UNLOADING** Vendors are allowed to park in the parking lot near your tent. After unloading your vehicle, move your vehicle to the end of the parking lot to allow customers to park closer to the event.
15. **LIABILITY AND INSURANCE** Insurance should be obtained by the vendor at the vendors own expense if desired. TFOF is NOT liable for the loss, damage or injury to ANY person(s) and/or product(s).
16. **FOOD** You may bring your own food as long as it is contained in your booth space. Only catering or concessions approved by TFOF are allowed. Samples not exceeding 2 ounces are permitted within your booth space.
17. **FACILITIES** TFOF reserves the right to move any equipment (i.e. tables, chairs...) that are in violation of fire code regulations or can be considered hazardous.
18. **DEPOSIT** Booth space is not contractually obligated until we have both the signed contract and payment. In the event that there are no available spaces, the category limit has been reached, or your application is not accepted, your payment will be refunded.
19. **ELECTRICITY** All electricity needs must be requested and paid at least 7 days before the first day of the event. Vendors are responsible for their own extension cords. A 50 foot extension cord is recommended.
20. **NON-DISCRIMINATION** TFOF and its Christmas in July Committee welcome all, regardless of race, creed, color, sex, religion, sexual orientation, age, nationality, or marital status.
21. **TAXES AND LICENSING** TFOF is not responsible for sales taxes of items sold. Please check with the Texas State Tax Commission.

By signing this contract, the undersigned warrants that they have read its terms and agrees to be bound thereby.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Photo and Video Release Form

I hereby authorize The Family of Faith Lutheran Church to publish photographs and videos taken of me, use my name, and voice for use in The Christmas in July Event printed publications and website.

I release The Family of Faith Lutheran Church from any expectation of confidentiality. I acknowledge that since participation in publications and websites produced by The Christmas in July Event is voluntary, I will not receive financial compensation.

I further agree that participation in any publication and website produced by The Family of Faith Lutheran Church: The Christmas in July Event confers no rights of ownership whatsoever. I release The Family of Faith Lutheran Church: The Christmas in July Event, its contractors and its employees from liability for any claims by me or any third party in connection with my participation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Hold Harmless Agreement

I, \_\_\_\_\_ doing business as \_\_\_\_\_ do hereby agree and acknowledge that I will be participating in an event held by The Family of Faith Lutheran Church held at 16710 FM 529 Road.

I also understand, regarding my participation, that I am solely responsible for any sickness, illness, death or any other complication caused by the sale, consumption or use of my products, sales/services at this event.

I am aware that **TFOF** will not be supplying security, and I am solely responsible for all equipment, stock/inventory, or other supply brought by myself, employees, subcontractors, family assistance or any other assistance.

Therefore, by signing below, I do hereby release and hold: **TFOF**, and facility, city of Houston, State of Texas; harmless of any kind and of any/and all claims, damages, actions liability and expenses, financial or legal obligations, of my occupancy at the Center due to any type of fire, theft, damage, sickness, illness or death caused by direct or indirect use of any of my transportation, product/services sold, used and/or consumed at these event hereinabove stated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_