# 2014 PASADENA STRAWBERRY FESTIVAL BOOTH/SPACE LEASING INFORMATION

DATES/TIMES: Friday - May 16, 2014 3:00 P.M. - 12:00 MIDNIGHT

Saturday - May 17, 2014 10:00 A.M. - 12:00 MIDNIGHT

Sunday - May 18, 2014 10:00 A.M. - 6:00 P.M.

<u>NOTE:</u> Friday & Saturday ----- <u>Convention Center</u> will close at 10:00 P.M. <u>The Carnival & outside Midway Booths</u> will remain open until 12:00 Midnight.

**LOCATION:** Pasadena Municipal Fairgrounds & Civic/Convention Center Complex

(Convention Center address)

7902 Fairmont Parkway @ Red Bluff Blvd \* Pasadena, Texas 77507

OFFICE: 281/991-9500 FAX 281-991-8880

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### 1. Convention Center AREAS & FEES:

Commercial Vendor: Air Conditioned (10'x 10') booth space with drape & sign)

\$450.00 per booth (Electric automatically included in this price)

Non-Profit Vendor: Air Conditioned (8'x10') booth space with drape & sign along back wall)

\$250.00 per booth (Electric automatically included in this price)

\*Clean Up Fee: \$100.00 per Vendor (<u>Refundable after inspection; Returned by mail or may be rolled over for next year's deposit)</u>

'All Vendors MUST clean their spaces at the end of Festival on Sunday.'

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#### **ACCEPTANCE & NOTIFICATION:**

- \*All vendors are required to send a picture of set up & products to be sold with this application.
- \*All applicants will be reviewed by the Director over the Convention Center Vendors.
- \*This procedure is determined by the pictures of the set up & products, as well as availability of space.
- \*Upon Acceptance, you will be called & full payment will be required at that time.

(CONFIRMATION OF ACCEPTANCE OF THE BOOTH SPACE WILL BE MAILED TO LESSE ALONG WITH SPACE NUMBER & MAP OF THE AREA OF YOUR LOCATION AS WELL AS A MAP OF THE GROUNDS.)

### **DEADLINE:**

Prior Year Vendors: Requesting a space and/or food items must have returned an Advanced Booth Space application along with the deposit by June 30<sup>th</sup>, 2013. *Advanced Booth rental balances are due by* March 1, 2014 & MUST be accompanied by a 2014 Booth Rental Agreement Form

(For the 2014 Form go to www.strawberryfest.org)

\*\*\*\*\*\*If Balance not paid by March 1st, you Forfeit your Deposit & Space will be Sold\*\*\*\*\*

All others wishing to reserve a space must return the completed application along with the

Total Amount Due by May 1, 2014. NO BOOTHS WILL BE RENTED AFTER MAY 8, 2014

### **MOVE-IN TIMES:**

\* Thursday–May 15<sup>th</sup> 3:00 PM – 9:00 PM \* Friday May 16<sup>th</sup> 8:00AM – 1:00 PM

### **RENTAL ITEMS**:

Phoenix Design Group (Mike) <a href="https://www.thephoenixdg.com">www.thephoenixdg.com</a>
Fax# 1-800- 615-1512 or call 281-499-0600 for list of prices.

Rental Items include: Tables (draped or bare), chairs, carpet and misc.

(BOOTHS DO NOT COME WITH TABLES OR CHAIRS)

**DECORATION:** 

Convention Center Booth Vendors/Exhibitors NEED to decorate booths in Strawberry Theme. Prizes will be awarded for the best decorated booth in keeping with theme on Saturday May 18<sup>th</sup>.

- > First place winners will receive one booth space FREE for 2015
- > Second Place winners will receive \$50 off their booth space at 2015 Festival.
- > Third Place winners will receive a Trophy.

This Year's Theme is: "Wild About Berries"

**RESTOCKIN TIMES:** Vendors in Convention Center may enter at 9:00 AM

MOVE-OUT: \*Sunday - May 18<sup>th</sup>, 2013 6:00 PM - 9:00 PM

NO ONE may begin disassembly prior to 6:00 PM ON SUNDAY MAY 18, 2014

Items left after 5:00 PM, Monday, May 19, 2014, will be subject to rental and or towing charges.

#### **GENERAL INFORMATION:**

The San Jacinto Day Foundation agrees to issue <u>FOUR (4) Exhibitor Wristbands ONLY per Booth/Space</u> <u>EXHIBITORS MUST WEAR WRISTBANDS FOR ENTRY TO THE FESTIVAL.</u> <u>Wristbands cannot be taken off after putting them on.</u> Anyone not wearing wristbands will NOT be granted entry to the Festival. The wristbands will be valid for all three (3) days of the Festival. <u>All others must pay entry to the Festival.</u>

All raffles or drawings must be approved through the Festival Office, but the notification of the Winners & Prizes awarded are the responsibility of the Vendor.

All sales & promotions must be conducted <u>inside the exhibitor's booth space</u>, not in the aisles, in front of the booth. All equipment must be inside the Exhibitor's allotted booth space & must not encroach into the aisle.

No items bearing the words San Jacinto Day Foundation and/or Pasadena Strawberry Festival or its logos will be allowed without the prior approval of the San Jacinto Day Foundation.

The San Jacinto Day Foundation reserves the right to prohibit sales or distribution of any & all printed or other items which may be considered objectionable to the organization. The San Jacinto Day Foundation reserves the right to limit products/booths, and/or rental space to vendors with political or controversial issues.

The San Jacinto Day Foundation reserves the right to ask any Vendor to leave the Festival for unruly behavior or language. You will be escorted off the property by security, with NO refund due.

### 2. Midway AREAS & FEES:

Non-Food Vendor: One Space (20'X10') \$400.00

2 Adjoining spaces \$600.00

Food Vendors Only: One Space (20'X10') \$550.00

2 Adjoining spaces \$750.00

\*Clean Up Fee: \$100.00 per Vendor

(Refundable after inspection; Returned by mail or may be rolled over for next year's deposit)

'All Vendors MUST clean their spaces at the end of Festival on Sunday.'

\*\*\*\*\*\*

\*\*Food Booths limited to: 2 Major Food Items per Vendor\*\*.

\*\*No alcoholic beverages, soft drinks, or water may be sold in food booths.\*\*

Electrical: 110 volts/20 amps (standard) \$ 50.00 per hook up plus \$2 per additional amps required.

220 volts up to 30 amps \$ 75.00 per hook up plus \$2 per additional amps required.

\*\*\*Vendors' requiring 50 amps or more will have Extra Charges on Electric hook ups.

You MUST check with Midway Director (Lisa Burch) for availability & Approval of higher hook ups

Each cord plugged in will be considered as one hookup.

All other requirements must bring their own Generator.

Vendor is responsible for his own cords and adapters to reach the available power source.

THERE WILL BE A \$50.00 LATE CHARGE FOR REQUESTS MADE AFTER 1:00 P.M. FRIDAY 5/16/14

#### **ACCEPTANCE & NOTIFICATION:**

- \*All vendors are required to send a picture of set up & products to be sold with this application.
- \*All applicants will be reviewed by the Director over the MIDWAY Vendors.
- \*This procedure is determined by the pictures of the set up & products, as well as availability of space.
- \*Upon Acceptance, you will be called & full payment will be required at that time.

NO PERSONAL CHECKS WILL BE ACCEPTED. MONEY ORDERS & CREDIT CARDS
(MASTER CARD, VISA, DISCOVER, & AMERICAN EXPRESS ONLY) WILL BE ACCEPTED

(CONFIRMATION OF ACCEPTANCE OF THE BOOTH SPACE WILL BE MAILED TO LESSE, ALONG WITH SPACE NUMBER & MAP OF THE AREA OF YOUR LOCATION AS WELL AS A MAP OF THE GROUNDS.)

BOOTH FEES ARE NON-REFUNDABLE!!

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### PLEASE READ ALL DETAILS BEFORE CALLING THE OFFICE:

Certificate of Insurance required for Food Booths, naming The San Jacinto Day Foundation and the City of Pasadena as additional insured. Due in the office by May 1st. Without proof of Insurance on file, you will not be allowed to participate. No Refunds for no insurance.

Health Certificate from the City of Pasadena Health Department is also required for food booths in all areas. 713-475-5529. Information for food booths and insurance will be enclosed in confirmation packets.

**MOVE-IN**: Move-in & Check-in Wednesday, Thursday & Friday (Midway Vendors use GATE 5 Entrance)

> Wednesday & Thursday -- May 14th & 15th 3:00 PM -- 9:00 PM **Food Vendors may move in:**

Friday -- May 16<sup>th</sup> 8:00 AM--1:00 PM

Thursday-May 15<sup>th</sup> 3:00 PM - 9:00 PM Friday -- May 16<sup>th</sup> 8:00AM - 1:00PM **Other Midway Vendors:** 

(All Vehicle traffic MUST cease at 2:00 PM on Friday May 16th)

RESTOCKING: Midway Exhibitors may enter their areas at 8:00 AM Saturday and Sunday to Restock

TIMES (behind the Convention Center Vendor's Gate down Midway), all vehicles must be moved by 9:00 AM

Sunday - May 18<sup>th</sup>, 2013 **MOVE-OUT:** 6:00 P.M. - 9:00 P.M.

NO ONE may begin disassembly prior to 6:00 P.M. ON SUNDAY MAY 18, 2014

Items left after 5:00 PM, Monday, May 19, 2014, will be subject to rental and or towing charges.

Prior Year Vendors: Requesting a space and/or food items must have returned an Advanced Booth **DEADLINE:** 

Space application along with the deposit by June 30<sup>th</sup>, 2013. *Advanced Booth rental balances are due* 

by March 1, 2014 & MUST be accompanied by a 2014 Booth Rental Agreement Form

(For the 2014 Form go to www.strawberryfest.org)

\*\*\*\*\*\*If Balance not paid by March 1st, you Forfeit your Deposit & Space will be Sold\*\*\*\*\*

All New Vendors wishing to reserve a space, must return the completed application along with the

Total Amount Due by May 1, 2014. NO BOOTHS WILL BE RENTED AFTER MAY 8, 2014

**PARKING:** When you receive your confirmation packet, there will be a map designating the location of the

Vendor Parking Area. All vehicles MUST be parked in the designated areas only.

NO VEHICLES WILL BE ALLOWED BEHIND THE BOOTH AREA UNLESS THE VEHICLE IS

STATIONARY AND WILL NOT BE MOVED OUT OF THE VENDOR AREA UNTIL

FESTIVAL IS OVER. EXCEPTIONS WILL BE PRE-AUTHORIZED BY BOOTH DIRECTOR.

**RV PARKING:** 

There will be a limited number of RV Parking Spaces. You will need to fill out the enclosed (\$35 a night) RV Parking Form to reserve a spot and send in payment prior to May 1, 2014. The location

of your assigned space will be determined by the Director over RV Parking.

Upon your Arrival, you MUST Check-in with the RV Chairman in the RED BLUFF PARKING LOT

(GATE 1) for your assigned space.

Phoenix Design Group (Mike) www.thephoenixdg.com **RENTAL ITEMS:** 

Fax# 1-800- 615-1512 or call 281-499-0600 for list of prices.

Rental Items include: Tables (draped or bare), chairs, carpet and misc.

(BOOTHS DO NOT COME WITH TABLES OR CHAIRS)

### **GENERAL Information:**

The San Jacinto Day Foundation agrees to issue FOUR (4) Exhibitor Wristbands ONLY per Booth/Space Leased. EXHIBITORS MUST WEAR WRISTBANDS FOR ENTRY TO THE FESTIVAL. Wristbands cannot be taken off after putting them on. Anyone not wearing wristbands will NOT be granted entry to the Festival. The wristbands will be valid for all three (3) days of the Festival. All others must pay entry to the Festival.

No Refunds of any kind will be given back, due to any cancellation beyond our control.

All raffles or drawings must be approved through the Festival Office, but the notification of the Winners & Prizes awarded are the responsibility of the Vendor.

All sales & promotions must be conducted <u>inside the exhibitor's booth space</u>, not in the aisles, in front of the booth or walking around the festival grounds. All equipment must be inside the Exhibitor's allotted booth space & must not encroach into the aisle.

No items bearing the words San Jacinto Day Foundation and/or Pasadena Strawberry Festival or its logos will be allowed without the prior approval of the San Jacinto Day Foundation.

The San Jacinto Day Foundation reserves the right to prohibit sales or distribution of any & all printed or other items which may be considered objectionable to the organization. The San Jacinto Day Foundation reserves the right to limit products/booths, and/or rental space to vendors with political or controversial issues.

The San Jacinto Day Foundation reserves the right to ask any Vendor to leave the Festival for unruly behavior or language. You will be escorted off the property by security, with NO refund due.

\*\*NO AUDIO SPEAKERS TO BROADCAST INFORMATION OR MUSIC WILL BE ALLOWED IN OR OUTSIDE OF ALLOTTED BOOTH SPACE AREA.

No Golf Carts or 4-Wheelers of any kind are allowed to be used by anyone except by the Strawberry Festival Booth Committee.

The San Jacinto Day Foundation assumes no responsibility for Workmen's Compensation, FICA or withholding taxes for any and all employees or agents that work for any vendor in the Strawberry Festival, and shall not be responsible for sales tax.

Booth space lessee agrees to hold the San Jacinto Day Foundation, Pasadena Strawberry Festival, City of Pasadena and its agents harmless from any and all liability whatsoever.

NO VENDOR ALLOWED IN THE CARVINAL AREA OR BY THE BEER GARDENS ON THE CONCRETE!

ICE is available FOR SALE on site for \$6.00 per 10 lb. bag. A portion of the ice sales goes to benefit the foundation along with proceeds of the Festival.

	FESTIVAL OFFICE ONLY	Date Application Received		Accepted / Rejected	□New / Return □				
		Fees Received \$	Check #	SPACE# ASSIGNED _					
2014 PASADENA STRAWBERRY FESTIVAL BOOTH/SPACE AGREEMENT  PLEASE PRINT: Company Name: Contact Name:									
SALES TAX # OR SOCIAL SECURITY #									
Address: City: State: Zip:State:Zip:									
En	Email:Phone Number:								
Co No Mi Fo	Booth/Space preferred: (Check One & Attach Photo of Product/ Display)  Commercial (Non-food): Convention Center - indoor Non- Profit Organizations: ONLY Convention Center - indoor Midway: (Non Food): Outdoors Size of Trailers including tongue.  Food Vendor: Midway Outdoors Size of Trailers including tongue.  Type of items to be sold and/or displayed:								
Electrical appliances to be used:									
TOTAL AMOUNT OF ELECTRICAL AMPAGE NEEDED:									
Νι	ımber of spaces	requested:		Space Fee (from p					
Pa	yment Method	:		Electrical (for Mid					
	CASH		\$ <u>1</u>	<i>0.00</i> Processing Fee ( <u>Eve</u>	<u>ry Vendor Pays</u> )				
	Discover			<u>0.00                                  </u>					
Ť	Master Card			Total	,				
一	\bar{\bar{\partial}}\text{Visa}		· ·	Less Advance Dep	osit				
┢	Money order			Total Due NO P					
Έ	AMEX		Ψ	10tu1 Due 11011	<u>BRSOTTE CHECKS</u>				
Cr	<u>.</u>	ount #		Exp. Date					
Cardholders Signature									
N	Iake fees payable	e to & mail contract to: San Jacinto	Day Foundation 76	03 Red Bluff Rd. Pasadena, TX	X 77507 Fax#: 281-991-8880				
WAIVER AND RELEASE OF LIABILITY AND AGREEMENT TO INDEMNIFY AND HOLD HARMLESS.  In consideration of entry into and participation in the activities associated with the PASADENA STRAWBERRY FESTIVAL and THE SAN JACINTO DAY FOUNDATION (collectively, the FESTIVAL) and in recognition of the risk of injury while participating in FESTIVAL activities and as consideration for the right to participate in the activities, I hereby for myself, my heirs, executors, administrators, assigns, or personal representatives knowingly and voluntarily enter into this WAIVER and RELEASE OF LIABILITY and hereby WAIVE any and all rights, claims, or causes of action of any kind whatsoever arising out of my participation and do hereby RELEASE and forever discharge THE PASADENA STRAWBERRY FESTIVAL and THE SAN JACINTO DAY FOUNDATION and their affiliates, managers, members, agents, attorneys, employees, volunteers, heirs, representatives, predecessors, successors and assigns, the event site and its agents, attorneys, employees, volunteers, heirs, representatives predecessors, successors and/or beneficiaries of the FESTIVAL from any and all liability, claims, demands, damages, actions or causes of action of every kind and character now existing or which hereinafter may arise as a result of my participation regardless of cause or whether any injury is caused by the sole, joint, comparative, or concurrent negligence or gross negligence or fault of the FESTIVAL, the negligence or fault of myself or third parties, the conditions of the event site or any other cause.									
Further and for the consideration herein described, I agree to INDEMNIFY and HOLD HARMLESS the FESTIVAL against any and all claims, demands, damages, suits or actions of any kind whatsoever for liability, damages, compensation or otherwise brought y me or anyone on my behalf, including attorneys fees, if litigation arises on account of claims made by me or anyone on my behalf caused by negligence, gross negligence per se, strict liability and/or liability under the Deceptive Trade Practices Act or other fault regardless of cause or whether caused by the sole, joint, comparative, or concurrent negligence, gross negligence or fault of the FESTIVAL, my own fault or the fault of third parties, the conditions of the event site or any other cause. To INDEMNIFY means to assume the liability in a situation, thereby relieving the other party of responsibility.									
any ma NE pho	I recognize that various photographs, video recordings and/or other media will be taken during the FESTIVAL's activities. I agree to grant the FESTIVAL full permission to use any photographs, video recordings, or other media of the FESTIVAL activities that contain my likeness for the purpose of promoting the FESTIVAL or its SPONSORS in any manner deemed appropriate by the FESTIVAL. I further agree to RELEASE and INDEMNIFY the FESTIVAL for any claims of NEGLIGENCE, GROSS NEGLIGENCE, NEGLIGENCE PER SE, STRICT LIABILITY or LIABILITY under the DECEPTIVE TRADE PRACTICES ACT or other fault for claims made that relate to any usage of photographs and/or interviews, including but not limited to damages, losses, costs of defense, attorney's fees and whether caused by the sole, joint, comparative or concurrent negligence, gross negligence or fault of the FESTIVAL or myself or third parties, the conditions of the event site or any other cause.								
	I hereby declare that I have read and fully understand this Agreement in its entirety and that, by signing (or clicking) below, I assent to the terms and conditions contain this Agreement.								
	Signature			Date					

FESTIVAL Date Application Received OFFICE ONLY Fees Received \$ Check #	Accepted / Rejected New / Return SPACE# ASSIGNED							
2014 RV PARKING RENTAL REQUEST FORM								

## (ALL INFORMATION MUST BE FILLED IN)

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PLEASE PRINT:					
NAME	V	ENDOR NA	NDOR NAME:		
ADDRESS:	CITY:		STATE:ZIP:		
PHONE:		CELL:			
EMAIL:					
DATES STAYING: CHECK IT	N	_	CHECK OUT		
			+ \$10 Process Fee = + \$10 Process Fee =		
TYPE OF TRAILER: POPUP NELECTRICITY: YES NO	<del></del>		UMPER TENT / TRAILER LENGTH: WATER: YES NO		
PAYMENT MUST BE SENT IN WITH	APPLICATION AND RES	SERVED AT	THAT TIME (NO PERSONAL CHECKS)		
Payment Method: AMEX M	asterCardDiscover	Visa	Money OrderCash		
ACCOUNT#		EXPIRATIO	ON DATE		
CARDHOLDER'S SIGNATURE		PRINT NA	AME:		
	WAIVER AND I AGREEMENT TO IN	RELEASE OF LIA			
recognition of the risk of injury while participating in FES personal representatives knowingly and voluntarily ente out of my participation and do hereby RELEASE and members, agents, attorneys, employees, volunteers, hei predecessors, successors and assigns and all sponsors	TIVAL activities and as consideration r into this WAIVER and RELEASE OF forever discharge THE PASADENA ins, representatives, predecessors, sur and/or beneficiaries of the FESTIVAL of my participation regardless of cause	for the right to part F LIABILITY and he STRAWBERRY ccessors and assign from any and all light or whether any in	ESTIVAL and THE SAN JACINTO DAY FOUNDATION (collectively, the FESTIVAL) and ticipate in the activities, I hereby for myself, my heirs, executors, administrators, assigns, ereby WAIVE any and all rights, claims, or causes of action of any kind whatsoever arisin FESTIVAL and THE SAN JACINTO DAY FOUNDATION and their affiliates, manager gns, the event site and its agents, attorneys, employees, volunteers, heirs, representative iability, claims, demands, damages, actions or causes of action of every kind and charactipury is caused by the sole, joint, comparative, or concurrent negligence or gross negligence other cause.		
for liability, damages, compensation or otherwise broug negligence, gross negligence, negligence per se, strict li	ht y me or anyone on my behalf, inclu iability and/or liability under the Decep ne FESTIVAL, my own fault or the fau	uding attorneys fee	AL against any and all claims, demands, damages, suits or actions of any kind whatsoeves, if litigation arises on account of claims made by me or anyone on my behalf caused test act or other fault regardless of cause or whether caused by the sole, joint, comparative the conditions of the event site or any other cause. To INDEMNIFY means to assume the		
recordings, or other media of the FESTIVAL activities t further agree to RELEASE and INDEMNIFY the FESTI TRADE PRACTICES ACT or other fault for claims mad	hat contain my likeness for the purpo VAL for any claims of NEGLIGENCE, le that relate to any usage of photogi	se of promoting the GROSS NEGLIG raphs and/or inter-	is activities. I agree to grant the FESTIVAL full permission to use any photographs, vide the FESTIVAL or its SPONSORS in any manner deemed appropriate by the FESTIVAL. SENCE, NEGLIGENCE PER SE, STRICT LIABILITY or LIABILITY under the DECEPTIV views, including but not limited to damages, losses, costs of defense, attorney's fees ar /AL or myself or third parties, the conditions of the event site or any other cause.		
I hereby declare that I have read and fully understand the	is Agreement in its entirety and that, by	y signing (or clickir	ng) below, I assent to the terms and conditions contain this Agreement.		
Signature	Date		-		

**DO NOT SELF PARK! The RV Chairman will meet you in Red Bluff Parking lot Gate 1**There will be a limited number of RV Parking. You will need to fill out the enclosed RV Parking Form to reserve a spot and send in