



PRESENTS

Miracle On Morton Street

Along With

Richmond on the Brazos 5K Family Fun Run/Walk

8:00 am - 5K Family Fun Run/Walk with the T.W. Davis YMCA

10:00 am to 9:00 pm - Miracle On Morton Street

Saturday, December 5, 2009

Downtown Historic Richmond District

Vendor Application & Event Contract for Exhibit Space

Special Discount

Mail Completed Forms and Check by
September 15, 2009 ****Save \$10.00****

Company _____

Contact Person _____

Address _____

City State Zip _____

Phone _____ Cell _____

Event Emergency Phone _____

Email _____

See contract for terms and conditions. Only items approved below by Historic Richmond Association (HRA) may be sold or displayed. HRA reserves the right to refuse sale or display by vendor of any product, or service for any reason whatsoever. HRA reserves the right to make changes in location assignment at any time before or during the event if, in their discretion, it is in the best interest of the event to do so.

Deadline: November 23, 2009

Mail Completed Forms (Completed Vendor Application & Signed Event Contract) and Check
Historic Richmond Association 310 Morton Street, Suite 174, Richmond Texas 77469
Contact Mary Doetterl - 281-762-6896

Booth Rate - 10' x 10' Space

Booth - With Electricity \$60.00

Booth - No Electricity \$50.00

Electrical AMPS Needed: _____

Number of spaces: _____ x _____ = TOTAL: \$_____

Deadline: November 23, 2009

FULL PAYMENT REQUIRED WITH APPLICATION AND SIGNED CONTRACT

Check Payable: **Historic Richmond Association**

Product(s) Sold _____

Each space is 10'x 10'. Vendors **MUST** provide a canopy/tent for their space. No furnishings will be provided.

COMPLETED BY EXHIBITOR: Application for the above space is submitted in accordance with the terms and conditions on the face and second page of this contract. Vendor Application must be filled in completely.

EVENT CONTRACT FOR EXHIBIT SPACE

THIS AGREEMENT is between the Historic Richmond Association (hereinafter referred to as **HRA**) and the Exhibiting Company (hereinafter referred to as **VENDOR**).

- 1) All decisions for space assignment will be at the sole discretion of the HRA event planners.
- 2) All booths must be self-supporting. Booth cover is required. Vendor **MUST** provide its own canopy/tent.
- 3) All booths must be set up by 9:30 AM. No booth taken down before 9 PM is permitted.
- 4) Booth size will be approx. 10' x10'. **Booth - With Electricity \$60.00. Booth - No Electricity \$50.00.**
- 5) One (1) power outlet will be provided for each paid electrical booth. All vendors must provide their own extension cords.
- 6) **No generators or space heaters permitted.** NO EXCEPTIONS
- 7) HRA reserves the right to terminate the contract of any exhibitor who does not comply with the term of the Contract Agreement.
- 8) If you are selling food products, you must have a vendor's Food Permit. It is available from the Richmond Fire Department at least a day before the festival. Food booths will be inspected the day of the event by the City Health Department.
- 9) Booth confirmation will be via phone or e-mail.
- 10) Rain or shine the show will go on. No Refunds.

LIABILITY WAIVER:

HRA, the EVENT, the City of Richmond, sponsors, and their representatives, shall not be liable in any way for loss or damage resulting from theft, accident, acts of God, or forces of nature to booth canopy, merchandise or fixtures. This includes move-in, set-up, show hours, breakdown and any other time exhibitors are on the Miracle on Morton Street event grounds. HRA, the EVENT, the City of Richmond, sponsors, and their representatives, shall not be held liable for any or all injuries to exhibitors during this event.

Authorized Vendor Signature _____ Date _____

Event Emergency Phone _____

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