



Historic Richmond Association's

Market Day

Saturday, September 19, 2015 10am to 4:00pm

City Hall Park, 402 Morton St., Richmond, TX 77469

Vendor Application and Contract

Please complete all of the following requested information.

Company/ Name	
Contact Person	
Address, City, State, Zip	
Phone (Primary & Secondary)	() ()
Emergency Contact & Phone	
Email Address	

See contract terms and conditions. Only items listed below and approved 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. Vendor spaces are limited. HRA reserves the right to make changes in location assignment at any time before or during the event, if, in their sole discretion, it is in the best interest of the event to do so.

Booth Rate: (10' x 10' no Electricity)	Number of Spaces: _____	Total Due: \$ _____
Before August 22, 2015	\$25 each	
After August 22, 2015	\$35 each All Booths now \$25!!	
Describe Product(s) to be Sold:		
<small>(Describe each category and average sale value. Vendors with company restrictions i.e Scentsy, MaryKay, Advocare,etc please call 713-822-4088)</small>		

Deadline for Application is: ~~August 22, 2015~~ extended to Sept. 17th

FULL PAYMENT REQUIRED WITH APPLICATION AND SIGNED CONTRACT

Check payable to: Historic Richmond Association

Completed by Vendor: This Application for the above space is submitted in accordance with terms and conditions on the face and second page of this contract.

Application must be filled out 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. Exhibitors understand the booth space is limited by HRA.
 2. All booths must be self-supporting. **Vendor MUST provide his or her own canopy/tent and other display fixtures.**
 3. Booths must be set up in a safe and attractive manner, be completely cleaned and ready for business by no later than 30 minutes before event time. All isles MUST be cleared from marketplace 30 minutes before event start time.
 4. Booth size will be approximately 10'x10'.
 5. No personal generators permitted without HRA approval.
 6. HRA reserves the right to terminate the contract of any exhibitor who does not comply with the terms and condition of the Contract Agreement.
 7. Area must be left in same condition as it was prior to event.
 8. Tax Requirements – All vendors are responsible for paying their own sales tax or determining their sales tax obligations.
 9. No selling from vehicles.
 10. All vendors selling food products MUST have a Vendor's Food Permit and provide a copy to HRA before or at time of check-in and prior to set up. Food permits are available from the Richmond Building and Permits Department (281-232-6871) at least one week before the event. Food booths will be inspected the day of the event by the City of Richmond Health Department. Check the City of Richmond website for permit information.
 11. Booth confirmation will be made via phone or email.
 12. Rain or shine the show will go on. **NO REFUNDS.**
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Liability Wavier:

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, to booth canopy, merchandise, or fixtures. This includes period during move-in, set-up, event hours, breakdown, clean up and any other time exhibitors are on the 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.

Vendor Signature: _____

Signed Date: _____ Phone: _____

Deadline: Extended to Sept 17th . All Booths reduced to \$25 each!!

Mail Completed Vendor Application & Signed Contract forms with check and send to:

Historic Richmond Association
ATTN: Market Days
310 Morton St., Ste 174
Richmond, TX 77469

For additional information, contact vendorcoord@historichrichmond.org or call Larry Pittman at 713-822-4088.