

**VENDOR APPLICATION — HOUSTON TEA FESTIVAL—JANUARY 27-28, 2018 — HOUSTON, TEXAS**

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

Primary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Electricity Needed? **YES** \_\_\_\_ **NO** \_\_\_\_

Mailing Address: \_\_\_\_\_

**Social Media Sites** (for us to link to): Facebook Page: \_\_\_\_\_

Website: \_\_\_\_\_ Twitter: \_\_\_\_\_

Products/Services: \_\_\_\_\_

**NAMES OF PEOPLE WORKING YOUR BOOTH:** *Limit: 2 booth workers, or 4 food & beverage booth workers).*

1. \_\_\_\_\_ 2. \_\_\_\_\_

ADDITIONAL STAFF MEMBERS *(TEA VENDORS ONLY)*

3. \_\_\_\_\_ 4. \_\_\_\_\_

**WHICH DAYS WILL YOU BE EXHIBITING? (Check One)**

\_\_\_\_\_ Both Days      \_\_\_\_\_ Saturday, January 27 ONLY      \_\_\_\_\_ Sunday, January 28 ONLY

**PRICING:** Early-bird rate \$75 per day/\$150 for both days (through 11/30/17); \$100 per day/\$200 for both days (12/1/17 until sell out). **TEA/HERBAL VENDORS or HARRY POTTER EXPERTS: Free booth for one day if you do a 30 to 60-minute talk or tasting.** In order to maintain an optimal festival experience, space preference will be given to tea-related vendors.

**PAYMENT (CHECK ONE):**

\_\_\_\_\_ I have enclosed my check/money order for \$\_\_\_\_\_ payable to Lone Star Houston Tea Festival, Inc. and sending my completed application to: Lone Star Houston Tea Festival, Inc., Attn: Amanda Vermillion, 1009 3<sup>rd</sup> Street, Seabrook TX 77586

\_\_\_\_\_ I have paid \$\_\_\_\_\_ online via PayPal to Festival@HoustonTeaFestival.com and emailed my completed application to [festival@houstonteafestival.com](mailto:festival@houstonteafestival.com)

\_\_\_\_\_ I am submitting my completed application and paying my booth fee in person or by phone via credit card.

**FOOD AND TEA VENDORS:** If you are selling or serving samples of prepared food and/or brewed tea, submit these forms:

\_\_\_\_\_ Tea Vendor Food Permit Sharing Acknowledgment Form OR

\_\_\_\_\_ Food Manager Certificate or Temporary Food Vendor Permit from City of Houston/Harris County.

**DONATION (optional)** I will donate an item for the silent auction or raffle. **YES** \_\_\_\_ **NO** \_\_\_\_

**ACKNOWLEDGMENT**

The undersigned agrees to abide by the laws of Federal, state and local government and regulations of Hilton Hotel Houston NASA Clear Lake and Lone Star Houston Tea Festival, Inc. **I will make a reasonable effort to promote Houston Tea Festival to my customers online and in person.**

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

## VENDOR/EXHIBITOR INFORMATION, POLICIES AND PROCEDURES (KEEP THIS FOR FUTURE REFERENCE)

**OUR CONTACT INFO:** Phone: 832-405-9160 Email: [Festival@houstontefestival.com](mailto:Festival@houstontefestival.com)

Website: [www.houstontefestival.com](http://www.houstontefestival.com) ~ Facebook.com/icedteafest ~ Twitter @HoustonTeaFest

### YOUR VENDOR STATUS includes the following perks:

- Indoor 8x8 space, one 6x3' table, 2 chairs. ***If you need a larger space or have additional requirements, an additional fee applies.***
- Insertion of your brochure/flyer/business card/product sample in 100 to 400 attendee swag bags
- Festival entry for up to 2 workers (food/tea vendors are allowed 4 workers). Includes access to any festival activities that are included in a regular price festival ticket (vendor area, talks, live entertainment), excluding premium events that require an additional fee (tastings, dinners, afternoon tea).
- Two free one-day passes to give to friends or customers (only 2 "friend and customer" passes per business!)
- 1 free beverage per worker, per vending day.
- Listing of your website/social media site on our website and Facebook event page; at least one Facebook and Twitter announcement post, and mention in Festival email.

### FOOD AND TEA VENDORS ONLY:

If you plan on selling or serving samples of packaged food and/or brewed tea, you will be required to submit the following forms: Festival Food Permit Sharing Agreement, Food Manager Certificate or Temporary Food Vendor Permit. You not be allowed to sell/serve on the premises if your documents have not been submitted.

### SET-UP AND BREAKDOWN:

Festival operation hours are 10AM to 5PM on Saturday 1/27/18 and 11AM-5PM on Sunday 1/28/18. Set-up time begins at 7:30AM. You must be set up and ready to vend by the start of the event. **No tear-downs before 5PM.**

If you have flyers/brochures/business cards/samples you would like us to insert in the swag bags, they must be given to festival staff no later than 8AM on the day of the festival. Only 1 business card/flier/sample per Direct Sales company.

***Detailed load-in/load-out and other important vendor info will be emailed to you the week of the festival.***

### POLICIES AND REGULATIONS:

Festival staff will conduct periodic checks of your business website and social media sites to verify that this event has been listed and that you are promoting this event.

Do not bring live animals (excluding service animals) into the festival area. No smoking inside the building. Do not burn incense or candles at your vendor table. **NO TENTS!**

### DISCLAIMERS:

We are not responsible for any lost or stolen articles or merchandise.

We will do our best to accommodate special requests, but do not swap booths with other vendors or change locations without permission of festival staff. Keep fire zones clear.

**HOTEL ACCOMMODATIONS:** Discounted room rates are available at the Hilton Houston NASA Clear Lake and Courtyard Marriott NASA/Clear Lake: <http://www.houstontefestival.com/lodging/>