

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

Speaker Name: _____ Additional Speaker: _____

Email: _____ Phone: _____

Business Name: _____

Mailing Address: _____

Social Media Sites (for us to link to): Facebook Page: _____

Website: _____ Twitter: _____

YOUR PRESENTATION

Name of Talk: _____ Length (including Q&A): _____

Description: _____

Do you have someone to assist you? **YES** _____ **NO** _____ NAME: _____

Projector Needed? **YES** _____ **NO** _____ Volunteer Needed to Assist During Talk? **YES** _____ **NO** _____

Serving food/beverages during presentation? **YES** _____ **NO** _____ Bringing Laptop? **YES** _____ **NO** _____

Please attach the following for our promotional use: _____ Bio _____ Photo/Headshot

PAYMENT: Speakers will be given a vendor booth for one day as payment (a \$75-\$100 value). If you would like to vend both days, a booth fee is required for the additional day (\$75 before December 1 or \$100 after). If you choose not to use your vendor booth, there will be no other payment offered. You may “sublet” or sell your booth space to another entity **ONLY** with our permission. Two or more people co-presenting 1 talk will *not* be given additional vendor booths. *Information on vendor specs and hotel accommodations on next page.*

WHICH DAYS WILL YOU BE EXHIBITING? (Check One)

_____ Saturday, January 27 ONLY _____ Sunday, January 28 ONLY _____ Both Days

Speakers will receive two guest passes for the festival. **Names for Guest List:**

1. _____ 2. _____

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

ACKNOWLEDGMENT

I agree to be a speaker/presenter at the 2018 Houston Tea Festival. If I late-cancel or no-show, I will forfeit my vendor booth, guest list, and promotion on the Festival’s social media sites. **I will make a reasonable effort to promote my appearance at the Houston Tea Festival to my followers on social media.** I will abide by the rules and regulations of Federal, state and local government, Hilton Hotel Houston NASA Clear Lake, and Lone Star Houston Tea Festival, Inc.

Signature _____ Date: _____

FESTIVAL INFORMATION, POLICIES AND PROCEDURES (KEEP THIS FOR FUTURE REFERENCE)

OUR CONTACT INFO: Phone: 832-405-9160 Email: Festival@houstonteafestival.com

Website: www.houstonteafestival.com ~ Facebook.com/icedteafest ~ Twitter @HoustonTeaFest

YOUR SPEAKER/VENDOR STATUS includes the following perks:

- Indoor 8x8 space, one 6x3-foot table, 2 chairs. Tables are burnished stainless steel with a black cloth skirt around the base. ***If you need a larger space or have additional requirements, an additional fee applies.***
- Insertion of your brochure/flyer/business card/product sample in attendee swag bags (100 to 400)
- Festival entry for up to 2 booth workers (tea vendors are allowed 4 workers).
- 1 free beverage ticket per worker and speaker per day.
- Access for you and your workers 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).
- Listing of your website/social media site on our website and Facebook event page; at least one Facebook and Twitter announcement post, mention in Festival email.
- 2 names on guest list

FOOD AND TEA VENDORS ONLY:

If you plan on selling or serving samples of prepared food and/or brewed tea, you will be required to submit the following forms: Festival Food Permit Sharing Form (completed), 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 first day of the festival.

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.

No smoking inside the building. Do not burn incense or candles at your vendor booth. No alcoholic beverages can be sampled or sold at the vendor booths.

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 locations with other vendors or change locations without permission of festival staff. Keep fire zones clear.

HOTEL ACCOMMODATIONS: A discounted room rate is available at the Hilton Hotel Houston NASA Clear Lake and Courtyard Marriott NASA/Clear Lake. More info at <http://www.houstonteafestival.com/lodging/>