



Clear Lake City
Community
Association

Mother's Day Tea Party

May 13, 2017

10am -1pm

Vendors Setup: 8:15 am

Please complete this contract, keep one for the records and return original by **May 10, 2017** with your payment. Checks should be made payable to Clear Lake City Association or CLCCA. Visa, MasterCard, and Discover are accepted.

Checks will be immediately cashed

Mail:

16511 Diana Lane

Houston, TX 77062

Fax:

(281) 480-3226

Email: dhoran@clcca.org

Spaces will be filled on a first-come, first-serve basis

Please review conditions on the back of this form.

If you have any questions, please contact Dana Horan at (281) 488-0360, or via email above.

VENDOR EVENT REGISTRATION FORM

Trade Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

What will you be exhibiting/selling? _____

Pricing (Select based on your needs):

___ 10 x 10 Booth (Includes 1 table and 1 chair)	\$50
___ Extra table	\$10 each
___ Extra chairs	\$5 each

Total: _____

BOOTH SPACE SPECIAL REQUESTS

Booth space special requests are processed in the order they are received

Note: if you need electrical, booth locations are assigned along the walls of the building first.

The undersigned has read this contract and agrees to all terms and conditions set forth on this contract and agree to all terms and conditions set forth on this contract, and on any attached exhibits or addenda. Please sign this page, and initial the following two pages indicating you have read and understand all conditions. An email will be sent to you within 1-2 days of the date of the event with event details.

Printed Name: _____

Signature: _____

METHOD OF PAYMENT: Check Visa MasterCard Discover

Name of card holder _____

Card # _____ Exp. Date _____

Application & Eligibility: Application for booth space must be made on the printed form provided by CLCCA, contain the information requested, and be executed by an individual who has the authority to act for the applicant. CLCCA shall determine the eligibility of any company product, or services and may reject the application of any company whose display of goods or services is not compatible, in the sole opinion of CLCCA, with the educational character or objectives of the exhibition. In the event the application is not accepted, any paid space rental fees accompanying the application will be returned within 30 days of receipt. In the event the actual booth display is not compatible, in the sole opinion of CLCCA, during the actual event, paid fees will not be returned. Once the signed application is accepted, it becomes a Contract for Services.

Exhibit Booth Space and Price: Pricing is set by CLCCA on the registration form and will not be altered once the application has been accepted.

Payment Due Date: No booth space can be reserved. Full payment must accompany the signed application.

Cancellation of Booth Space: There are no refunds for cancellations unless the canceled booth space can be resold. If that is the case, a refund check, less a cancellation fee of \$25.00, will be returned to the exhibitor 15 days after the event has been concluded. If, for any cause beyond the control of CLCCA such as, but not limited to, the destruction of exhibit facilities, and CLCCA is unable to comply with the terms of the Contract, and deliver space allotted hereunder, the Contract shall be considered terminated and any payments made hereunder by the exhibitor shall be refunded.

Assignment of Booth Space: Space shall be assigned on a first-come, first-serve basis, according to the date which the contract is received.

Booth, Furnishings, Equipment and Service: A uniform space shall be assigned to exhibitors. Exhibit displays must not project so as to obstruct the view of any adjacent booth.

Conduct of the Exhibitor: The advertisement or display of goods or services other than those manufactured, distributed, or sold by the exhibitor in the regular course of business and identified in this contract is prohibited. An exhibitor may not assign, sublet, or apportion all or any part of the contracted booth space, nor may an exhibitor permit the display, promotion, sales or marketing of non-exhibitor products or services. Interviews, demonstrations, and distribution of literature or samples must be made within the booth area assigned to the exhibitor. Canvassing or distributing of advertising outside the exhibitors own booth will not be permitted. There is no restriction on selling on the exhibit floor provided that sales transactions may be conducted only within the exhibitor's own booth. Exhibitors are responsible to the U.S. Internal Revenue Service for collection and submission of the applicable state and local sales taxes for sales, which occur on the exhibit floor. Exhibitors may not serve or dispense food or beverages of any type from their booths or in the exhibit area without the consent of CLCCA. Products and furnishings should be arranged with the safety of the exhibitors and attendees in mind. CLCCA reserves the right to restrict the operation of, or evict completely, any exhibit which, in the sole opinion of CLCCA, detracts from the general character of the exhibition as a whole. This applies to displays, literature, advertising royalties, souvenirs, conduct of persons, etc. No exhibitors will be permitted which interfere with the use of, or impede access to, other exhibits or impede use of any walkway.

Fire Regulations: No exhibitor shall use any flammable decorations or coverings and all fabrics or other materials shall be flameproof.

Alcohol: No exhibitor may sell, provide or consume any alcohol on exhibition site.

Advertising Material: CLCCA will not endorse, support, or be liable for the claims made by the exhibitors as to the qualities or merits of their products or services, and no advertising or mention will indicate, claim, or suggest such endorsement or support. All hand outs must be distributed within the exhibit booths.

Unacceptable Exhibits: The exhibitor agrees not to use any displays that CLCCA determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of the exhibitors, are in bad taste, are liable to discredit or subject CLCCA to criticism or legal liability, are inconsistent with the stated purposes of CLCCA and the interest and welfare of its members, are harmful to the property rights of CLCCA, or violate the booth regulations or any other provision of the contract. In the event that CLCCA determines at anytime the exhibit may or does violate this Contract and the exhibitor is unwilling or unable to cure or correct such violation, CLCCA may terminate its agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense, and the exhibitor hereby waives any claim for refund or the exhibit booth or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether or not the exhibit is in compliance with all applicable regulations and requirements should contact CLCCA.

Installation and Dismantling: All exhibits must be set up by 6pm the day of the event; set up may begin as early as 4:30pm. All materials must be removed at the end of the event unless pre-approved by CLCCA. Exhibitors are responsible for cleaning up their area and placing it in the proper receptacles.

Failure to Occupy Space: Any space not occupied at the start of the event, shall be forfeited by the exhibitor. Space may be reassigned, resold or used by CLCCA without refund to the exhibitor.

Additional Exhibitor Services: Other services not offered by CLCCA, but available by the Convention Site Management, shall be requested and paid directly to the Convention Site (i.e. freight delivery)

Indemnity/Insurance: The exhibitor/participant shall indemnify, defend, and hold harmless, CLCCA, from any and all liability, loss, damages or expense by reason of any injury or injuries sustained by any persons or property or loss of property or income that might be derived there from occurring in or about the exposition premises or entrances thereto or exits there from, including that caused by or resulting from the negligence of CLCCA, its officers, subcontractors, agents, employees or invitees. CLCCA will not be responsible for loss or damage to any property in storage, in transit to or from the exhibit building, or while at the exhibit location from any loss of income as a result of any reduced sales due to such loss or damage. All property of the exhibitor will be deemed to remain under the exhibitor's custody and control in storage, in transit to or from, or within the confines of the exhibit location, even though it may at times be under temporary control or direction of CLCCA.

Animals: No animals of any kind are allowed at the exhibit location, unless the animal is a registered guide animal for the alter-abled (proof of registration must be provided by CLCCA). Animals, at any location of the event site, to be used for exhibition or educational purposes must be first approved by CLCCA.

Miscellaneous: CLCCA shall have the sole authority to interpret and enforce all items and conditions governing exhibitors and the event exhibition area. Any and all matters not specifically covered herein are subject to decision by CLCCA. These terms and conditions may be amended at any time by CLCCA without notice, although every attempt to notify exhibitors on a timely basis will be made. The exhibitors expressly agree to be bound by the terms and conditions set forth herein and by any amendments thereto adopted by CLCCA from time to time. This Contract shall be interpreted under the laws of the United States of America and the State of Texas.