



PICNIC ON THE PARK

2011 Exhibitor Application Form

www.picniconthepark.com

Location: Town Center Park, Kingwood
Saturday, April 23rd, 10:00 am to 4:00 pm

Exhibitor Information

Event Information

Name: _____
 Company: _____
 Address: _____
 Address Cont: _____
 City: _____
 State: _____ Zip: _____
 Phone: _____ Fax: _____
 Cell: _____
 Email: _____
 Website: _____
 Tax ID#: _____

Set-up on Saturday, April 23rd, 2011, will be from 7:00 am to 9:00 am. After 9:00 am, all vehicles MUST be removed from the park. Break down on Saturday, April 23rd, 2011, will be from 4:30 pm to 5:30 pm. Please have your booth ready no later than 9:45 am and please do not break down prior to 4:00 pm.

Please bring your own table, chairs, and display. If possible, please keep your decorations within the Easter theme. You may bring a canopy if desired.

Exhibitor is responsible for clean-up of booth area. Booth area should be left in the same condition as found.

In order for exhibitors to collect sales tax on their items, the exhibitor is required to have a sales tax ID number issued by the state of Texas. Exhibitor is responsible for obtaining all applicable licenses and permits relating to their product. If you will be selling food items, please contact us prior to registration to arrange for food handling requirements.

We will be holding a raffle during the event. If you would like to donate an item for the raffle, please notify us prior to April 15th, 2011, with the item description and your business information. The item must have a minimum value of \$25. All raffle donors will be recognized in the event program and on the event website.

Business/Product Description (please list all items that will be sold):

Requested Category Listing: _____

Vehicle Make, Model & License # (that will be used the day of the event)

Booth Type Standard—\$100 Corner—\$125 Food—\$200

How Did You Hear About Us? Referred By: _____

Previous Vendor Web Search: Key phrase _____

POTP Mailing Search Engine: _____

Eventlister.com

Souvenir T-Shirts ___ Adult S \$8 ___ Adult M \$8

___ Adult L \$8 ___ Adult XL \$8 ___ Adult XXL \$10

Sponsorship (Includes Booth Space)

Title—\$10,000 (1) Entertainment (2) —\$5,000

Egg Hunt (3) —\$2,500 Adventure Zone—\$1,500

Fairway (10x20) —\$1,250 Fairway (10x10) — \$750

Train (4) —\$500 Plus—\$250

Booth Total _____

T-Shirt Total _____

Sponsor Total _____

Ad Total _____

X _____ I have read POTP Booth Conditions

Application Total _____

Raffle Item Description

Payment Information: Fees are due prior to **April 15th, 2011**. Any fees received after April 15th, 2011, will be subject to a \$10 late fee.

Make checks payable to **Kingwood Chamber of Commerce**, with notation for Picnic on the Park. Mail application and payment to: Picnic on the Park, c/o Kingwood Chamber of Commerce, P.O. Box 5262, Kingwood, TX 77325.

Payment by Credit Card: Fees may also be paid by credit card by phone. Please call the Kingwood Chamber office between 9:00 am and 4:00 pm weekdays to make payment.

Fee is nonrefundable once accepted.

Acknowledgement:

The applicant shall indemnify, defend and hold Picnic on the Park Coordinators, the Kingwood Chamber of Commerce and its beneficiaries (organizers), their directors, officers, employees, agents and representatives, harmless from and against any and all claims, damages, losses or expenses (including reasonable attorneys, accountants and expert witness fees and costs) incurred by the organizers as the result of (i) a material breach by the applicant of any of its obligations under this Agreement, or (ii) any willful or negligent conduct of the applicant. Any communication or notice required or which may be given hereunder shall be addressed to the organizers at their addresses set forth previously in this agreement. Applicant agrees to abide by all event rules and regulations. Event participation is not guaranteed until committee approval of vendor and receipt of payment in full.

Please initial to show you have read and agree with the above X _____

For Office Use Only

Approved: Yes No

Notified: _____

Fee: _____

Pytm Type: _____

Pytm Date: _____

Vendor Signature

Date

PICNIC ON THE PARK

Vendor and Game Booth Application Terms and Conditions

- Picnic on the Park (POTP) is organized by a volunteer committee and the Kingwood Chamber of Commerce.
- POTP is an outdoor event. Participants must provide any needed cover/canopy and must comply with guidelines set by POTP.
- Payment must be made in full when submitting the application.
- Participation is not guaranteed until the committee has reviewed and approved the vendor.
- POTP is a juried event and the committee reserves the right to decline vendors and/or products. POTP will return fees for any participant that is declined by the committee.
- **Once a participant has been accepted, no refunds will be made for participant withdrawal**
- Participant applications will be reviewed on a first-come-first-served basis, and all exhibitors must provide samples or a minimum of three photos website url with photos of products or a website url with photos to be sold with their application. Photos and samples will not be returned. All photos submitted become property of POTP, which reserves the right to use any photos provided for print or web publications with no royalties to be paid.
- Participants must list ALL products intended to be sold or given away at the event on the application. POTP reserves the right to require unapproved items to be removed the day of the event.
- **Jewelry:** Due to the high demand for the limited number of jewelry booths available at the event, jewelry vendors are subject to strict guidelines. Please contact the vendor coordinator for details prior to submitting an application.
- **As there will be ticketed activities the day of the event, all activities and giveaways must have prior committee approval.**
- Booth spaces are available on a first-come, first-served basis. Participants will be assigned a booth number once a **complete and signed application form and participant fees** have been received and approved by POTP.
- Stand-by list participants are required to pay booth fees in full at time of application. If a stand-by participant is not assigned to a booth, their booth fees will be refunded within 10 days following the event.
- All updates and vendor news will be by email and posted on the event web site at www.picniconthepark.com/updates/. If a participant does not have email or internet access, it is their responsibility to check in with the vendor coordinator.
- POTP assumes no liability for damage, loss or theft of any vendor item or display.
- **Electricity is not available.** Please contact us if you plan to bring a generator. All generators must have a decibel rating of 70dB or less per the City of Houston requirements. Generators must have a sound-barrier constructed around the device. Battery operated lights are acceptable.
- Vendor participants are responsible for providing their own tables, chairs, display and sales supplies. Sponsor booths include items detailed in their individual sponsor package.
- Participant booth standards: All tables must be covered. Display must be neat and coordinated. Please use a holiday theme.
- Game booths are available for ticketed activities. Game booth sponsors agree to collect tickets or note wristbands for their activity. Tickets and wristbands will be sold by POTP.
- Participant set-up will be on Saturday, April 23rd from 7:00 am to 9:30 am. Participants must have their booth ready no later than 10:00 am and may not break down or remove displays prior to 4:00 pm.
- The streets will be closed for the event. **All participants must move vehicles from the park and Town Center Loop prior to 9:00 am.**
- Participants will transact all sales. There are no commissions. POTP does not guarantee sales.
- In order for vendors to collect sales tax on their items, the vendor is required to have a sales tax ID number issued by the state of Texas. **Vendor is responsible for obtaining all applicable licenses and permits relating to their product.**
- Ready-to-eat food will be accepted on a limited basis. Please contact the vendor coordinator for details.
- Vendors who sell pre-packaged food or offer food samples **are required** to have a health permit. The health permit must be obtained no later than **7 days prior** to the event. Call the City of Houston Health Department at 713-794-9200 for information about obtaining a food permit.
- Vendor is responsible for clean-up of booth area. Booth area should be left in the same condition as found.
- POTP reserves the right to modify event terms and conditions at any time.
- Changes to the terms and conditions will be mailed or emailed to accepted participants.