



## 2016 Main Street Tree Lighting Vendor Application Form

**Location:** Main Street (formerly 2<sup>nd</sup> Street) between Anders Ave. and Cook Ave. in Seabrook

**Hours:** 6 p.m. to 9 p.m.

**NO REFUNDS will be made after Monday, November 28, 2016. There are a limited number of spaces available. Spaces will be assigned on a first come first served basis.**

### **Booth Specifications**

- **Setup Time:** Thursday, December 1, 2016 between 4:30 p.m. and 5:30 p.m. (all vendor vehicles must be removed from Main Street by 5:30 p.m.).
- **Booth Cost:** \$35 for 1<sup>st</sup> space and \$25 for an additional space (limit 2 spaces per vendor).
- **Booth Space:** 10x10 – Vendors are responsible for providing their own tables, tablecloths, chairs, tents, lights, extension cords and any other items needed.
- **Electricity:** An additional charge of \$25 is required for any vendor who requests electricity.

### **General Vendor Policies**

1. Vendors will be separated as best as possible based on the type of items offered to sell. Acceptance to the event does not grant or imply to any vendor as exclusive on items sold.
2. Items such as handmade arts, crafts, gifts, ornaments, stocking stuffers, specialty food items, etc. are encouraged.
3. The City of Seabrook staff members have banned the following items from the event:
  - Snap-n-Pops
  - Stink Bombs
  - Disappearing Ink
  - Crazy Foam
  - Silly String
  - Knives, guns and/or any other weapon
  - Water Guns
  - Cap Guns
  - Firework

City staff also has the authority to ban other items if they are deemed unsafe or a nuisance. Any vendor attempting to offer or sell the above banned items will be given only one warning to suspend sales. Continued sales will result in the vendor being ejected from the event without refund.

4. SALES TAX IS THE RESPONSIBILITY OF THE VENDOR. State inspectors can and do inspect vendor booths.
5. BOOTH INSURANCE IS THE RESPONSIBILITY OF THE VENDOR. You may sign an Insurance Waiver Request if you cannot provide vendor liability insurance. A copy of insurance or your waiver request is due by November 28, 2016.
6. If food items are sold a permit from the Harris County Health Department may be required. Please contact the Harris County Health Department for more information by calling (713) 274-6300.
7. Vendor fees must accompany all applications and are deposited upon receipt. No exceptions.
8. All vendors must occupy the space provided and specified by the City of Seabrook.
9. Vendors must provide their own tables and equipment.
10. Vendors will not be permitted to set up prior to 4:30 p.m on December 1st.
11. Vendors must be packed up and off Main Street by 9:45 p.m.
12. No parking will be permitted on Main Street except during loading and unloading. Vendor parking will be available in the Community House parking lot just off 1<sup>st</sup> Street.
13. Confirmation will be sent to vendors prior to the event via email. Set up details and time will be provided with the confirmation.
14. This is a rain or shine event and no refunds will be given after Monday, November 28, 2016.
15. Vendors assume responsibility for any items left on site after event hours.
16. Applications will be accepted until all spaces have been filled.
17. All vendors are expected to be open during event hours. Booths must be set up by 5:30 p.m. on Thursday, December 1 and remain open until 9 p.m. that same day.
18. TENTS MUST BE MADE OF FLAME-RETARDANT MATERIAL. Each tent must also have a fire extinguisher of at least 2 ½ pounds. There is no smoking allowed within 10 feet of vendor setup.

### **Contact Us**

If you have any questions about this application, proof of insurance or other concerns please contact us by email at [events@seabrooktx.gov](mailto:events@seabrooktx.gov) or by calling (281) 291-5777.

# Vendor Application Form

*Please type or print legibly*

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

**Describe the materials or services that are to be offered for sale:**

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**Please select all that apply and complete total amount due.**

\$35 for primary booth space

\$25 for an additional space

\$25 for electrical

Total amount due: \_\_\_\_\_

## Event Participation Agreement

1. According to National Fire Protection Association Code 701 all tents must be flame retardant and shall have a permanent affixed label bearing the identification of size and fabric or material type (NFPA 101-11.11.2).
2. In consideration of the foregoing, I, for myself, my heirs, executors and administrators, waive and release any and all rights and claims for damages I may have against any of the sponsors, organizers and the City of Seabrook for any and all claims of damages, demands or loss actions whatsoever which may arise as a result of my participation in this event. Further, I grant full permission to any and all of the foregoing to use my likeness for any legitimate purpose whatsoever.
3. This event is organized for the enjoyment of the community and their families. Any vulgar, offensive, or inappropriate materials or behavior presented by participating vendors may result in removal of vendor from event without recourse or refund of costs incurred by vendor.

### I HAVE READ THE ABOVE AND AGREE TO ABIDE BY THE ABOVE AND ALL OTHER TERMS OF THIS AGREEMENT

Authorized Representative's Signature:

Date:

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Parent's or Guardian Signature if under 18:

Date:

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This application may be copied, however, incomplete/unsigned entries will not be accepted. The original signed copy must be on file with the City of Seabrook and the vendor fees must be paid prior to booth set up.

Please submit this **application, proof of insurance and your booth space fee** (check or money order payable to the City of Seabrook) to:

**City of Seabrook**  
1700 First Street  
Seabrook, TX 77586  
[events@seabrooktx.gov](mailto:events@seabrooktx.gov)

**THIS APPLICATION IS NON-TRANSFERRABLE**