

# Seasons Events

P.O. Box 2533  
Cypress, Texas 77410

## Seasons Events Contract

### 1. Application Process:

**First time vendors:** To apply, return the contract, first time vendor addendum, food vendor addendum (if applicable), (2) 4x6 photos showing product detail, (1) 4x6 photo showing booth setup/display, and payment in full. *All forms must be completed in detail, signed, and dated, and payment attached to be eligible for review.* Either mail completed package to: Seasons Events, P.O. Box 2533, Cypress, TX 77410, e-mail scanned in forms and photos to: [vendorinfo@shoppingseasons.com](mailto:vendorinfo@shoppingseasons.com) OR fax forms to 281.605.5900 and e-mail or mail pictures to: [vendorinfo@shoppingseasons.com](mailto:vendorinfo@shoppingseasons.com).

**Returning vendors:** To apply, return the contract, food vendor addendum (if applicable), and payment in full. *All forms must be completed in detail, signed, and dated, and payment attached to be eligible for review.* Either mail completed package to: Seasons Events, P.O. Box 2533, Cypress, TX 77410, e-mail scanned in forms to: [vendorinfo@shoppingseasons.com](mailto:vendorinfo@shoppingseasons.com) OR fax forms to 281.605.5900. If the product line being sold or the booth set-up has changed, please contact us to discuss if new pictures are required.

**2. Eligibility:** Seasons Events reserves the right to accept products or companies that we feel will add variety and interest as well as complement our other vendors. Selection of our vendors will be based on the quality of workmanship, originality, and professionalism of display.

**3. Deadlines:** Applications are accepted until each show is full. Applications and payments received on or before August 23, 2012 will receive the discounted booth fee noted on the second page of this contract. If received on August 24, 2012 or after, full booth fee will apply, also noted on the second page of this contract. Food vendors will not be accepted after August 23, 2012 due to the time it takes to process the health permit.

**4. Confirmation:** Upon acceptance into a show, each vendor will receive a confirmation package with the details of each show.

**5. Location/Date:** [Addison Conference & Theatre Centre, 15650 Addison Rd., Addison, TX 75001/Friday, Saturday & Sunday, September 7, 8 & 9, 2012](#)

**6. Show hours:** **Friday show hours are 2:00pm - 8:00pm. Saturday show hours are 9:00am – 5:00pm. Sunday show hours are 11am-4pm.** Vendors are required to be open for business during show hours.

**7. Set-up/Breakdown:** **Setup begins Friday September 7th at 8:00 am. Setup must be completed by 1:30 pm. Breakdown begins no earlier than 4:00 pm Sunday September 9th and must be completed by 8:00 pm.** Failure to comply with these times will result in vendor ineligibility for future shows, loss of Preferred Vendor status, or loss of first time vendor deposit.

**8. Tables:** All tables must be covered to the floor. Plastic tablecloths are not permitted. No packaging or storage items may be visible. Tables are available to rent (6') and are rented on a first come first served basis on the application.

**9. Backdrops:** **Backdrops, sufficient to separate your booth from neighboring booths, are required but are not provided.**

**10. Booth Subletting:** Booths may not be shared or sublet without the written consent of Seasons Events. Any company found to be sharing a booth without permission will be charged for two booths or be asked to leave the premises. No vendors may change location without management approval. Only approved products and displays are allowed. Contract may not be transferred to another vendor without prior written consent of Seasons Events management and new vendor contract completed by vendor taking over booth space.

**11. Show Layout:** Company positioning will be determined by product, display, and application received date. Seasons Events reserves the right to make adjustments in the layout in the best interest of the vendors affected.

**12. Booth Space:** Displays and/or products may not extend into the aisles or other vendor space. Vendors may not solicit, advertise, or hand out any information outside of their reserved spaces. No candles, flame or smoke emitting is permitted. No straw, hay, or glitter is allowed in the facility.

**13. Discretion:** Seasons Events reserves the right to remove or prohibit entry and/or attendance to any company in the best interest of the show. Vendors may be relocated should an unforeseeable circumstance occur.

**14. Sound:** No vendor may operate sound equipment of any kind that may disturb the customers or other vendors. The use of sound equipment must be requested on the application for consideration.

**15. Electricity:** 110V electricity is available and must be requested and paid for on the application. If requested on Friday, September 7<sup>th</sup>, the price per electric drop will double.

**16. Health Permits:** No vendor may sell or hand out food or drink of any kind without proper health permits. Vendor, not Seasons Events, is responsible for any fines incurred for noncompliance. Please request health permit information if needed.

**17. Security:** Seasons Events will have a security presence at each show. It is the vendor's responsibility to prevent theft, damage, or accidents and no vendor shall hold Season Events responsible for such incidents.

**18. NSF Checks:** All returned checks will result in a \$30 charge. Future events must be paid by money order only.

**19. No Refunds: There will be no refunds for any reason.**

**20. Cleanup:** All vendors are responsible for cleaning booth space. All objects must be removed.

**21. Advertising:** Seasons Events is not responsible for errors or omissions in any advertisements. Vendors are encouraged to advertise their own products as well. Seasons Events does not guarantee vendor success and shall not be held liable.

**22. Seasons Events does not provide insurance for any vendor and will not be held liable for any accident, damage, injury, theft, or any other cause to products, displays, or persons. Vendor understands and agrees that Seasons Events does not offer or accept responsibility for persons or property at any time.**

**23. Exclusivity:** All efforts will be made to prevent direct competition; however, Seasons Events does not guarantee exclusivity.

**24. Indemnification:** Vendor shall indemnify and hold Season Events harmless from any and all damages, losses, accidents, or liabilities resulting from any claims, demands, suits, or other legal actions based on, or arising out of vendors occupation or use of exhibit space, installation, operation, or removal of exhibits, including, but not limited to all claims and demands of vendors or any third party, their agents, employees, representatives, customers, and guests, for injury to persons or property (including theft or mysterious disappearance of persons or property) arising by virtue of any occurrence in the exhibit space or show site, including all parking areas in proximity to the show site during the terms of this contract and any period during which vendor is moving into or out of the show site.

**I have read, understood, and agree with this contract in its entirety.**

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## Show Application:

Please type or print clearly.

Company Name \_\_\_\_\_ Primary Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_ Web site \_\_\_\_\_

Company/Product Description \_\_\_\_\_

Booth/Display Description \_\_\_\_\_

**PLEASE NOTE: This is a hand-crafted only edition of the Heart of Texas Arts & Crafts Show. We will only accept vendors with hand-crafted products.**

**Show Dates: September 7, 8 & 9, 2012**

**Heart of Texas Arts & Crafts Show, Addison Conf. & Theatre Centre, 15650 Addison Rd., Addison, TX 75001**

**Booth Request:** (Mark  next to choices where applicable)

Booth sizes available	Discounted booth fee on or before Aug. 23	Regular booth fee after Aug. 23	Other costs	Price	Notes
<input type="checkbox"/> 8x10 Booth	\$275.00	\$300.00	<input type="checkbox"/> Backdrop	\$30 per 10 ft.	Limited availability
<input type="checkbox"/> 10x10 Booth	\$320.00	\$345.00	<input type="checkbox"/> Corner Premium	\$30.00 per corner	Limited availability
<input type="checkbox"/> 10x15 Booth	\$450.00	\$475.00	<input type="checkbox"/> Electric (110V)	\$35.00 per drop	\$70 on day of show
<input type="checkbox"/> 10x20 Booth	\$580.00	\$605.00	<input type="checkbox"/> 6'x18" Table	\$15.00 per table	Write in quantity

**ID Badge Names of all attending** \_\_\_\_\_

(2 badges with booth fee, additional at regular admission price of **\$4.00**)

**Payment Options:**

\_\_\_\_\_ Check or money order is enclosed for the full amount due as requested. **No checks accepted after August 23.**

\_\_\_\_\_ Please charge my credit card for the full amount as requested.

**Referral Program:** Refer a vendor (at the same show you are attending) and get a 5% discount on booth fee only.

Refund will be provided at the end of the show. Referred vendor must include referring company name on application. Referrals must be new to Heart of Texas Arts and Crafts Show to qualify.

Up to 10 new vendors may submit your name as a referral for a total discount of 50%.

**Referred By:** Company \_\_\_\_\_ Name \_\_\_\_\_

<b>Credit Card:</b> <input type="checkbox"/> <u>MC</u> <input type="checkbox"/> <u>Visa</u> <input type="checkbox"/> <u>Discover</u> Check# _____ <b>Total Amount Due:</b> _____
# _____ / _____ / _____ / _____
Exp. Date _____ / _____ CCV#: _____
Name on Card _____ Address of Statement _____
Signature _____ Date _____

Send payment and all signed forms requested to:

Seasons Events  
P.O. Box 2533  
Cypress, Texas 77410  
OR email: [vendorinfo@shoppingseasons.com](mailto:vendorinfo@shoppingseasons.com)  
OR fax to: 281.605.5900

For information call: 281.304.0160  
or email: [vendorinfo@shoppingseasons.com](mailto:vendorinfo@shoppingseasons.com)  
[www.heartoftexasshow.com](http://www.heartoftexasshow.com)

I fully understand that all fees are nonrefundable once accepted into the show. Seasons Events reserves the right to accept or reject any application at its discretion. Only items presented in this application may be displayed for sale. **If I am a first time vendor, I have enclosed (2) 4x6 photos showing the details of my product, (1) 4x6 photo showing presentation or booth setup, a catalog/price list, and/or product description in detail.** I understand that this information and photos will not be returned. My signature indicates acceptance of all terms set forth and that I am a ready, willing, and able participant in this event if accepted.

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