



**2009 KATY
RICE HARVEST FESTIVAL**

**23501 Cinco Ranch Blvd,
Suite B206
Katy, TX 77494
281-391-5289
www.katychamber.com**

Dear Vendor,

Thank you for your interest in the 2009 Katy Rice Harvest Festival. The Katy Rice Harvest Festival Vendor Application is now available online (www.katychamber.com). You can submit your application online or you can complete the enclosed application and fax it to the Chamber (281-391-7423) or mail it to *Katy Rice Harvest Festival, 23501 Cinco Ranch Blvd, Suite B206, Katy, TX 77494*. **We encourage you to carefully review the map before you select your booth location.**

The final vendor registration package will be mailed to you along with your confirmation letter. Your wristbands will be available at the Chamber Booth for you to pick up as you set up your booth. If you would prefer to pick the package up, please notify us when you submit your vendor application and it will be held in "Will Call". If you move or change your email address, please take a moment to give us your new contact information to insure we can reach you!

We value our Vendors and we appreciate your support of the Katy Rice Harvest Festival. We solicited your thoughts and ideas and we have incorporated many of your suggestions and recommendations. We believe we will have a great event for 2009. Our goal is to insure your experience as a Vendor is outstanding.

We look forward to an outstanding 2009 Katy Rice Harvest Festival!

Best regards,

Ann

*Ann F. Hodge
President/CEO*

2009 KATY RICE HARVEST FESTIVAL
OCTOBER 10 - 11, 2009

Vendor Schedule

April 3, 2009	City of Katy Merchant/Returning Vendor Registration Begins
April 17, 2009	Open Registration Begins
September 25, 2009	Booth Registration Deadline
October 6, 2009	5:00 PM - Deadline to Purchase Vendor One Half Price Tickets
October 9, 2009	6:30 PM – Booth Set-Up Begins <u>NO SET-UP BEFORE 6:30 PM</u>
October 10, 2009	6:30 – 10:00 AM – Booth Set-Up 8:30 AM – All Vehicles Removed from Festival Area 10:00 AM – 7:00 PM All Booths Open 7:00 PM – 11:00 PM Food Booths Open (Optional) All Other Booths Have the Option to Remain Open After Dark
October 11, 2009	11:00 AM – 6:00 PM All Booths Open 6:30 PM – Booths Dismantled and Removed

NOTE: All vendors submitting booth applications and contracts will be notified regarding booth acceptance/rejection and booth assignment within 60 days after receipt of completed application, contract and payment.

Vendors accepted and assigned one or more booths will receive additional information/confirmation regarding the final Festival schedule and revised map with booth locations prior to October 1, 2009.

Katy Area Chamber of Commerce
www.katychamber.com
23501 Cinco Ranch Blvd, Suite B206, Katy, TX 77494
Office 281-391-5289 Fax 281-391-7423
Office Hours – 8:30 AM – 5:00 PM Monday – Thursday
8:30 AM – 3:00 PM - Fridays

2009 KATY RICE HARVEST FESTIVAL BOOTH APPLICATION AND CONTRACT

Saturday, October 10, 2009 - 10:00 a.m. to Midnight
Sunday, October 11, 2009 - 11:00 a.m. to 6:00 p.m.

Sponsored by: Katy Area Chamber of Commerce (www.katychamber.com)
23501 Cinco Ranch Blvd., Suite B206
Katy, Texas 77494
281-391-5289 (Phone) 281-391-7423 (Fax)

Location: Historic Downtown Katy – Avenues B and C, 2nd and 3rd Streets

Cost: \$ 100 per Booth for Handmade Crafts (Verification Required)
\$ 200 per Booth for General Vendors
\$ 400 per Booth for Commercial Vendors***
\$ 500 per Booth for Food Vendors Plus \$ 100 Security Deposit

ELECTRICITY IS ONLY AVAILABLE FOR FOOD VENDORS

*****Commercial vendors are those who do business
at a location outside of their home**

Registration Deadline is Friday, September 25, 2009

1) Vendor Information:

Name of organization/business	_____

Contact person	_____
Mailing Address	
Street / PO Box	_____
City, State, Zip	_____
Telephone Number	_____
Fax	_____
Email	_____

***Note – All businesses/organizations to be included in a Vendor Booth Must be Disclosed in the Application. Failure to disclose the businesses will subject the business to removal from the Vendor Booth by the 2009 Katy Rice Harvest Festival Committee.**

Booth Information

PLEASE NOTE: First choices will be honored as much as possible; however, there are no guarantees. All booth locations are subject to change. To select more than one booth when total number of booths is 2 or more, enter as "number & number" in your choice. (ie., 608 & 609 in 1st choice, 398 & 399 in 2nd choice, etc.).

1 st choice	_____
2 nd choice	_____
3 rd choice	_____
4 th choice	_____
Total Number of Booths	_____

Payment Information

_____ Check/Cashier's Check/Money Order enclosed
_____ Cash
_____ Please charge my credit card ___AMEX ___MC ___Visa ___Discover

Amount to be charged: \$ _____
Credit Card Number: _____
Expiration Date: ____/____ CVV2 Security _____
Name on Card: _____
Billing Address: _____
City: _____ State _____ Zip _____
Signature _____ Date _____

Applications are not processed until payment is received.

All food vendors must comply with the requirements established by the Harris County Health Department. (Website: www.hd.co.harris.tx.us → Environmental Services → Food Establishments → Temporary Events).

Ice will be sold by the Katy Rice Harvest Festival Ice Truck.

Please list foods you plan to sell, distribute, display, or give away below. **Only food items listed on your acceptance letter will be permitted. Please indicate your primary food item in your food list. Only two food vendors may sell the same item.**

1. _____
2. _____
3. _____
4. _____
5. _____

(Please use an additional sheet if needed.)

Food Vendor Booth Size - REQUIRED

Trailer Size	Width _____	Length _____	
	(Remember to include trailer tongue in the length)		
Trailer Window / Door:	Opens on:	Driver Side	_____
		Passenger Side	_____
		Rear:	_____
Other Special Characteristics	_____		

Food Vendor Electricity Requirements

Standard Configuration:	Two (2) - 110 volt outlets per booth
Other Configurations will require an additional fee for setup.	
Please specify your additional requirements:	_____

GENERAL CONDITIONS

The Katy Rice Harvest Festival is a family-oriented function that is aimed at presenting entertainment and activities suitable for the entire family, including minors. Therefore, the Katy Rice Harvest Festival Committee reserves the right to restrict the artwork and crafts sold and displayed. Such items must not contain nudity, profanity, obscenity, or otherwise objectionable material. No weapons, including without limitation, knives, brass knuckles, Chinese throwing stars, or other such materials, can be sold or displayed. Should the Katy Rice Harvest Festival Committee, at its sole discretion, determine that a lessee's items do not conform to the standards mentioned, lessee agrees to remove such items from the site immediately.

If the Katy Rice Harvest Festival Committee, at its sole discretion, determines that any lessee fails to comply with ALL of the terms set out in this contract, said lessee will be asked to leave the Katy Rice Harvest Festival Area, and the booth will be removed.

This lease agreement shall not become effective until it is paid in full and is accepted by the Katy Rice Harvest Festival Committee and shall constitute the entire agreement between parties. **Full payment must be received and cleared for a booth to be assigned. If a vendor's check is returned or a credit card is not honored, the vendor's booth will be forfeited immediately. All confirmed food vendors will be notified of the exact food items they are permitted to sell by September 1, 2009.**

Applications may be completed online and transmitted via www.katychamber.com.

There will be **NO REFUNDS** for any reason, including rain or any other weather-related event.

Katy Rice Harvest Festival

Vendor (Lessee) hereby agrees to lease from the Katy Area Chamber of Commerce, through its authorized committee, the Katy Rice Harvest Festival Committee (Lessor), booth space(s) at the Katy Rice Harvest Festival. **All booth locations are subject to change.**

Post-dated checks will not be accepted. Returned checks and dishonored credit card payments will result in the immediate forfeiture of the vendor's booth.

The undersigned Lessee:

LESSEE SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS THE KATY AREA CHAMBER OF COMMERCE, THE CITY OF KATY, AND THE RICE HARVEST FESTIVAL COMMITTEE, SPONSORS AND EACH OF THEIR RESPECTIVE GUESTS, AGENTS, SERVANTS, EMPLOYEES, OFFICERS AND DIRECTORS FROM AND AGAINST ANY AND ALL ACTIONS, CLAIMS, LIABILITIES, ASSERTIONS OF LIABILITIES, LOSSES, COSTS AND EXPENSES, INCLUDING BUT NOT LIMITED TO ATTORNEYS' FEES, WHICH IN ANY MANNER MAY ARISE OR BE ALLEGED TO HAVE ARISEN OR RESULTED OR ALLEGED TO HAVE RESULTED FROM THE PRESENCE, ACTIVITIES, EVENTS AND OMISSIONS OF ANY NATURE WHATSOEVER OF LESSEE, THEIR AGENTS, SERVANTS, EMPLOYEES, AND THEIR RESPECTIVE GUESTS AND INVITEES, IN CONNECTION WITH THE USE AND OCCUPANCY OF THE LESSEE'S BOOTH AND BOOTH AREA INCLUDING, WITHOUT LIMITATION, ANY CLAIM OR CLAIMS FOR BODILY INJURY OR DEATH OF ANY PERSONS AND FOR ANY LOSS OR DAMAGE, FOR ANY LOSS OR DAMAGE TO PROPERTY, AND FURTHER INCLUDING WITHOUT LIMITATION, ANY CLAIM OR CLAIMS ARISING OUT OF THE PRESENCE, SERVING OR USE OF ANY ALCOHOLIC BEVERAGES AT THE RICE HARVEST FESTIVAL.

Vendor agrees to the following:

- Will keep the booth(s) open, manned, and maintained in a clean and professional manner during the Katy Rice Harvest Festival hours of 10:00 AM to 7:00 PM Saturday and 11:00 AM to 6:00 PM Sunday. On Saturday vendors can stay open past 7:00 PM. Booth set up begins at 6:30 PM p.m. Friday and 6:30 AM. Saturday. **Booths may not be dismantled before closing on Sunday.** Any Vendor failing to keep his/her booth open, manned, and maintained in a clean and professional manner during the entire event and/or removing his/her booth from said event prematurely without the permission of the Katy Area Chamber of Commerce will forfeit his/her right to occupy a vendor booth space at the 2010 Katy Rice Harvest Festival. **Please remember that vehicles cannot be used to dismantle booths Saturday night or to set up booths Sunday morning.** This is a safety and liability issue and will be strictly enforced.
- **Will have all vehicles out of the Katy Rice Harvest Festival Area by 8:30 AM Saturday, October 10th.** NO VEHICLES ARE ALLOWED IN THE KATY RICE HARVEST FESTIVAL AREA AFTER 8:30 AM SATURDAY AND BEFORE 6:30 p.m. SUNDAY. VEHICLES ARE SUBJECT TO TOWING AT THE OWNER'S EXPENSE AND THE VENDOR BOOTH MAY BE REMOVED. **The downtown streets within the Festival will be blocked from 6:00 PM Friday, October 9th, 2009 through Sunday, October 11th, 2009.** All Vendors must follow the guidelines provided in their confirmation package for entrance to the Festival to unload and load their booth. Vendors must unload their vehicles and immediately move their vehicles to the offsite parking to enable other vendors access to their Vendor Booths. This rule will be strictly enforced.

- Will wait until all booths are dismantled and a Katy Rice Harvest Festival official approves re-entry after **6:30 PM** Sunday evening. At this time, vehicles may enter the Katy Rice Harvest Festival Area.
- Will keep and leave the leased booth space(s) clean and clear of refuse by placing trash in appropriate receptacles.
- Will remain in the assigned booth space and not move fences or any other barriers that have been placed to contain the Katy Rice Harvest Festival Area. **Will not conduct any business from the festival aisles.**
- Will provide any tables, chairs, loading equipment, display material, protective covering, sanitation supplies, etc. that are needed by vendor.
- Will assume complete liability for occurrences within or around the booth(s) and will provide any insurance coverage required by Lessor.
- Will post Certificates of Registration in the booth. This will be sent to each vendor approximately one week prior to the event. **If you prefer to pickup your registration package, the Rice Harvest Festival must be notified at the time you file your vendor application.**
- Will operate all food booths in conformance with all applicable Harris County Department of Health regulations. All booths must be maintained in a clean and professional manner.
- Will wear vendor identification in order to be admitted to the Katy Rice Harvest Festival without charge. **Failure to wear appropriate identification will result in the vendor being charged a gate admission.**
- Will abide by all of the rules of the Katy Rice Harvest Festival including, but not limited to, those referring to vehicular traffic and items that may be sold.

The undersigned lessor (Katy Area Chamber of Commerce):

- Will furnish a space for lessee's use as a booth.
- Will assume no responsibility for Workman's Compensation, FICA, or other withholding taxes for any and all employees or agents that work in the booths and shall not be responsible for sales tax.
- Reserves the right to approve for each booth the items offered for sale, distribution, or display in order to avoid excessive duplication. No booths will be leased for garage sale type merchandise.
- Reserves the right to locate exhibitors for the maximum benefit of the Katy Rice Harvest Festival Committee and its visitors.
- Will assume no responsibility for items left at the Katy Rice Harvest Festival site.
- Will provide no parking for trailers or RVs.
- Will provide a maximum of **six** vendor badges or wristbands per vendor. Additional festival wristbands must be purchased from the Chamber. Vendor booth staff and volunteers do not receive complimentary admission. Additional vendor wristbands may be purchased for half price prior to 5:00 PM on October 6, 2009.

I/we agree to the guidelines and conditions in this contract. In addition, I/we declare that the information above is true and complete. I/we understand that all contracts and applications must be completed, signed, and paid for in full before being accepted by the Katy Rice Harvest Festival Committee. I/we further understand that this application and contract will not be considered to be valid until all information has been provided, payment received in full, fully executed contract and Lessee notified of acceptance.

Lessee's Authorized Signature

Date

Committee's Authorized Signature

Date