



DOCTOR LARRY'S AUTOMOTIVE SPECIALISTS

2005 KINGWOOD SPRING CAR SHOW

VENDOR/SPONSOR APPLICATION

http://www.kwtowncenterevents.com • email: organizer@kingwoodevents.com • phone: 888-386-8178 • fax: 888-386-8178
 mailing address: PO Box 685 • Humble • Texas • 77347

APPLICATION

Business Name: _____
 Vendor Name _____
 Mailing Address _____
 City _____ State _____ ZIP _____
 Phone _____ Fax _____
 Cell Number _____ Other Number _____
 Email: _____
 Website URL: _____
 Business/Product Description: _____
 Sales Tax ID#: _____
 Canopy: Yes No Brand Name: _____ Color: _____
 Generator: Yes No Brand Name: _____ Decible Level: _____
 Booth Type: Regular Vendor— \$50 Performing Vendor Space — \$25
 Food Vendor—\$100
 Sponsorship: Title Sponsor — \$3000 (1) Platinum—\$1250 (4)
 Gold— \$750 (6) Silver—\$500 (8)
 Bronze—\$300 (10) Plus—\$150 (20)
 Door Prize Donation Description: _____

Vendors are responsible for providing their own tables, chairs, display supplies, linens, canopies, generators and any other items necessary to construct vendor booth display.

Pre-Order T-Shirts (Pre-Order \$8 each, Day of Event \$10 each):
 _____ 2XL _____ XL _____ Large _____ Medium _____ Small (Total # Shirts _____)

Please make checks payable to Kingwood Event Coordinators (KEC).
 Mail application, payment and product pictures to:
 Event Registration; PO Box 685; Humble, TX 77347

*** FEES ARE NONREFUNDABLE ONCE APPLICATION IS ACCEPTED AND APPROVED ***

The applicant shall indemnify, defend and hold Kingwood Event Coordinators (KEC), 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 KEC 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 KEC at their addresses set forth previously in this agreement. Applicant agrees to read and abide by all event rules and regulations. Event participation is not guaranteed until committee approval of vendor and receipt of payment in full.

Vendor/Performer acknowledges by their signature below that, KCTC, Inc., Town Center Park Merchant Association, Kings Crossing Community Association, and Kingwood Event Coordinators are only a facilitator for this event and participation by Vendor/Performer is voluntary. As such, KCTC, Inc., Town Center Park Merchant Association, Kings Crossing Community Association, and Kingwood Event Coordinators shall not be liable to Vendor/Performer or to any of their employees, agents, patrons or invitees, or to any other person for any loss or damage to persons or property during the event and Vendor/Performer shall indemnify and hold harmless, KCTC, Inc., Town Center Park Merchant Association, Kings Crossing Community Association, and Kingwood Event Coordinators from all claims for any such damages

Vendor Signature _____ Date: _____

- EVENT DETAILS:**
- Date: Sunday, April 24th, 2005
 - Rain Date: May 1st
 - Time: 12 PM—6 PM
 - Where: Town Center Park
 - 25 Vendor/Craft Booths
 - 5 Food Booths
 - Booth Size: Varies
 - Juried Event
 - Est. Attendance: 5000
 - Live Band
 - Car Awards
 - Collector T-Shirts
 - Moonwalks
 - Face Painters
 - Sponsorships Available
 - Program Ads Available
 - FREE ADMISSION
 - FREE PARKING

APPLICATION DEADLINE:
MARCH 24TH
 Late Fee: \$25

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RULES AND REGULATIONS

- The Spring Car Show is organized by the Kingwood Event Coordinators (KEC).
- Fee Payment must be made in full when submitting application.
- Event participation is not guaranteed until the committee has reviewed and approved the vendor. Approved vendors will be notified within 2 weeks of application receipt.
- The Festival is a juried event, and KEC reserves the right to decline vendors and/or products. KEC will return fees for any vendor that is declined by the committee.
- Once accepted, an entrant is committed to the event — NO REFUNDS WILL BE MADE FOR ENTRANT WITHDRAWAL
- Exhibitor applications will be reviewed on a first-come, first-served basis, and all exhibitors must provide samples or a minimum of three good photos of products to be sold with their application. If samples are to be returned, please include return postage. All photos submitted become property of KEC, which reserves the right to use any photos provided for print or web publications with no royalties to be paid.
- Booth spaces will be assigned on a first-come, first-served basis. Vendors may be assigned to a different booth than requested on their application. If all booths have been assigned, a vendor may request to be placed on the stand-by list.
- Stand-by list vendors are required to pay booth fees in full at time of application. If a stand-by vendor is not assigned to a booth, their booth fees will be refunded within 10 days following the event.
- Vendors will be contacted two weeks prior to the event by email to verify attendance. Vendors are required to confirm their reservations by Wednesday 04/04/05, vendors that have not confirmed their reservation may have their booths reassigned to a stand-by vendor.
- KEC assumes no liability for damage, loss or theft of any vendor item or display.
- The Festival is an outdoor event, vendors must provide any needed cover/canopy, and such cover must comply with and be approved by KEC. Vendors must supply a description and/or photograph of the cover to be used at their booth.
- 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. Generators must have a sound-barrier constructed around device. Battery operated lights are acceptable.
- Vendors are responsible for providing their own tables, chairs, and display supplies. KEC will not be able to provide tables, chairs, or any other supplies, including shopping bags, pens, pencils, paper or sales books.
- Vendor booth standards: all tables covered with white, black or holiday linens; table covers must extend to the ground on all visible sides; and display must be neat and coordinated.
- Vendor set-up will be on Sunday, April 24th from 10 AM to Noon. Vendors must have their booth ready no later than Noon, and may not break down or remove displays prior to 6:00 PM.
- Entrant will transact all sales. There are no commissions KEC 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.
- Vendors selling pre-packaged food, who are not providing samples do not need a health permit.
- Vendors who will be providing food samples or preparing food items are responsible for obtaining the required health permits no later than 7 days prior to the event or they will be subject to fines by the Houston City Health Department. Food vendors may call 713- 794-9200 for information about attaining a food permit.
- Food vendors must provide a minimum of 2 (two) trash receptacle with liners to be placed at either end of their assigned booth. Cans must be at least 32 gallons. Vendors are responsible for removing garbage from their trash receptacles throughout the event. Food vendors who do not provide their own trash receptacles will be required to purchase them the day of the event (approximately \$50).
- Vendor is responsible for clean-up of booth area. Booth area should be left in the same condition as found. Vendors who do not clean up their area may be banned from future KEC events, including next year's Christmas In the Park.
- KEC reserves the right to modify event rules and regulations at any time.
- Any further details or instructions, or changes to these rules and regulations will be mailed to accepted exhibitors.