**VENDOR** INFORMATION / AGREEMENT

Please fill out the form, read the policies and vendor rules carefully, and sign the agreement on the bottom of next page.

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Business Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Product Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **BOOTH RENTAL FEE** |  |  | **QTY** | **SUM** |
| Food Booth (12X10) | $400 ea. |  | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| Commercial Booth (12X10) | $150 ea. |  | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
|  |  |  | TOTAL: |  |

**Policies**

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| --- | --- |
| 1. Booth rental fee includes the expenses of tent setting/removal, cleaning, two folding tables rental and two chairs rental.   For food booth, one-day temporary food permit, liability insurance, and fire marshal permit are included. For commercial booths, liability insurance is included. For all booths, power generator is **NOT** included.   |  | | --- | | 1. If you are a registered Texas retailer, please provide a copy of state tax certificate with this application. |  1. Food booth should prepare for sufficient food to cover event hours (10:30AM to 4:00PM). 2. A. For **food booths**, TAAHC (Taiwanese Association of America-Houston Chapter) will collect fixed amount of rental fee.  B. For **commercial booths**, TAAHC will collect **10%** of total sales in addition to the rental fee. 3. No cash transaction is allowed at booth; coupon tickets will be redeemed right after the end of event. 4. To apply a booth, a deposit of **$100** (check or money order) should be turned in by **3/19/2017**. 5. If you also would like to be a “$1,000 sponsor of Taiwan Yes” (named on poster/map and $100 coupon tickets as gift), one booth rental fee will be waived. |
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**Vendor Rules & Regulations**

1. Tent setting will be done by 4/15/2017. On the event day, tables and the other set up will begin at 7:00AM. We expect every booth to be ready by 10:00AM. All vehicles must leave the site by 10:00AM.
2. All trash must be placed in trash cans. We will have on staff a cleaning crew to provide trash removal but please do your part and help keep the site clean. Do not dump grease, dirty waste water or hot coals on grass or the parking ground. There will be a designated container for all wastewater or grease. It is a State and Federal violation to dump any wastewater or grease into any municipal storm drain.

3. All food vendors are required to follow all guidelines enforced by the Health and Human Service Department of the City of Houston. The 2015 guideline will be provided.

4. All festival equipment must be left as found when you leave the event. If anything is missing, they will be billed to your business.

5. To ensure that you will have electricity on event day, please inform us by 4/3/2017 about whether you will set up power generator by yourself or not. It is your own responsibility to bring sufficient extension cords. Additional charge will be applied if you request power generator rental from Taiwan Yes.

6. For public safety, Police and Fire Departments require that all sidewalks behind your booth spaces are not blocked.

**Liability Waiver and Release**

I, hereby assume all responsibility for, and risks and hazards of, participation in the rental activity planned by my group. In considerations of Taiwan Yes Night Market Festival 2017 providing permission to use the space requested, I, and all members of my rental group, do hereby release Taiwan Yes Night Market Festival and the City and County of Houston, including all officials, officers, employees, sponsors, organizers, supervisors, volunteers, participants, and all other agents, of any and all claims, demands, rights, and causes of action of whatever kind and nature, arising from and by reason of, and all known and unknown, foreseen and unforeseen, bodily and personal injuries, damage to property, and the consequences thereof, resulting from participation in the rental activity planned in the Taiwan Yes Night Market Festival.

By reading this Vendor Information/Contract and signing below, you agree to abide by all the policies and rules set forth by the event organizers in the Taiwan Yes Night Market Festival and made a part here of by reference.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please make checks payable to Taiwanese Association of America – Houston Chapter (TAAHC)**

**Contact : Marri Yang,** [**marri\_7814@hotmail.com**](mailto:marri_7814@hotmail.com)

**or**

**Kevin Chou 214-799-4980,** [**yoyo1220@gmail.com**](mailto:yoyo1220@gmail.com)

For Event Office Only

Check Received: \_\_\_\_\_\_\_\_\_\_\_ Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Booth #: \_\_\_\_\_\_\_\_\_\_\_ Generator Request: \_\_\_\_\_\_\_\_ Other Request: \_\_\_\_\_\_\_\_\_