

# ORBIS FESTIVALIS

## 2018 VENDOR REGISTRATION SAINT THERESA CATHOLIC SCHOOL

Saturday, October 20 from 10:30 a.m. until 10:30  
p.m.

(Vendor shopping 10:30 a.m. until 6:30 p.m.)

And

Sunday, October 21 from 11:00 a.m. until 6:30 p.m.

(Vendor shopping 11:00 a.m. until 6:30 p.m.)



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

Company: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Description of items to be sold: \_\_\_\_\_

What is the price range of the items you are selling: \_\_\_\_\_

The event will take place indoors in the Community Center of Saint Theresa Catholic School. Vendor can select a 10x10 or 10x20 space. Each vendor should provide their own tent, table, chairs, displays, etc. Please indicate if you will need electricity for your booth. The Community Center will be locked and secured at the end of the day on Saturday so vendors can leave their items set up for the following day if desired. Runners will be provided each day to provide restroom and refreshment breaks.

### Booth Size:

- |   |          |
|---|----------|
| <input type="checkbox"/> 10x10 – 2 days     | \$100.00 |
| <input type="checkbox"/> 10x20 – 2 days     | \$150.00 |
| <input type="checkbox"/> Electricity needed |          |

Payments can be made by cash, check or credit card. If paying with credit card, please provide the following:

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Make checks payable to: Saint Theresa Catholic School  
705 St. Theresa Blvd.  
Sugar Land, Texas 77498

**Deadline for registration and payment is September 15, 2018.**

Please email Toni Goldak at [tgoldak@sttheresacatholicschool.org](mailto:tgoldak@sttheresacatholicschool.org) or call 281.494.1157 for questions.

## Guidelines

### **Please read and check each item as agreed upon**

- Booth Assignment:** All booths are assigned on a first come, first served basis and subject to review and approval by Saint Theresa Catholic School. Booth space will be reserved upon receipt of full vendor payment and completed registration.
- Booth Set-Up:** Booths are located in the Community Center on the Saint Theresa Catholic School Campus and are assigned at the discretion of the Festival Director. Booth fees include only the space. Vendors must provide tents, tables, chairs, display racks, or other necessary equipment. Generators and PA systems are not permitted. Limited electrical access is available and must be requested in advance.
- Vendor Set-Up:** The venue will be open on Friday, October 19<sup>th</sup>, from 5:00 p.m. until 8:00 p.m. Set-up must be complete by 10:30 a.m. on Saturday, October 20, 2018. Vehicles will be allowed access to the Community Center to facilitate set-up. All vehicles must be off the property by 8:00 p.m. on Friday, October, 19<sup>th</sup>.
- Vendor Tear-Down:** All booths must remain open and set up for the full duration of the rental time. Booth tear-down can begin at 6:30 p.m. on Saturday and Sunday. Absolutely no vehicles will be allowed on the Festival grounds prior to 6:30 p.m. Trash containers will be located throughout the area. Booth areas must be left clean.
- Inclement Weather:** The vendor area is indoors; therefore, there is no Rain Date and No Refund of booth fees.
- Sales and Activities:** All sales and activities must occur inside booth space. Nothing may be distributed and no sales will be allowed outside the booth space.
- Conduct:** Vendor agrees to act with the decorum appropriate to the use of the school facilities. Appropriate decorum may be determined at the sole discretion of the Festival Director.
- Merchandise Limitations:** Vendors may not sell items that would be offensive to the morals of Saint Theresa Catholic School.
- Emergencies:** All emergencies should be brought to the attention of the Festival Director. Saint Theresa Catholic School, its organizers, or any officials connected with this event cannot be held liable in any way for damage or loss to work or injury to persons participating. All reasonable care will be exercised.
- Exhibits must be ready and staffed at the time the exhibit hall opens and be manned at all times or monitored by a neighboring vendor.
- There is **NO SMOKING** in any part of the Festival.
- All vendors are required to donate an item or gift certificate to be part of the Festival Silent Auction.
- Registration and payment must be received by August 1, 2018 to assure available space. We will notify you when your registration has been received.
- Saint Theresa Catholic School reserves the right to restrict multiple booths with the same or similar items. Saint Theresa Catholic School reserves the right to determine the eligibility of vendor and/or vendor merchandise. We will notify you upon acceptance of your booth.

- Cancellations must be received by August 15, 2018 for a full refund. After August 15<sup>th</sup>, 2018, refunds will be made only if the cancelled booth space is re-rented.
- All vendors are responsible for their own furnishings, cash, change, sales tax, and licenses or permits which may be required to operate your booth.
- Partitions, shelves, tents, drapes, etc. cannot obstruct or encroach into neighboring booth spaces.
- Saint Theresa Catholic School will not be responsible for lost or stolen merchandise.
- Vendors will comply with all applicable laws, rules and regulations of governmental agencies.

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I have read and understand the guidelines for the 2018 Orbis Festivalis at Saint Theresa Catholic School.

Applicant Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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For office use only:

Date Received: \_\_\_\_\_ Approved By: \_\_\_\_\_  
Booth #: \_\_\_\_\_