



Saint Theresa Catholic School – *Orbis Festivalis*

2019 World Market VENDOR REGISTRATION and AGREEMENT

**Saturday, October 12 from 11:00 a.m. until 6:00p.m.
Sunday, October 13 from 11:00 a.m. until 6:00 p.m.**

705 St. Theresa Blvd., Sugar Land, TX 77498

The World Market will be held outdoors within the main walk way of the festival. Tents will be provided for vendors.

Vendor Registration:

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: _____

Vendors can select a 10x10 or 10x20 space. Tents will be provided, but each vendor should provide their own table, chairs, displays, etc.

Booth Size:

- | | |
|--|-----------------|
| <input type="checkbox"/> 10x10 – 2 days | \$125.00 |
| <input type="checkbox"/> 10x20 – 2 days | \$175.00 |
| <input type="checkbox"/> Business Spotlight* | \$ 25.00 |

*The Business Spotlight is an opportunity for vendors to be highlighted on our main stage during a short segment. Vendors participating in the Business Spotlight can offer a “special deal” or “sale” for a pre-determined period. All vendors opting to participate in the Business Spotlight must provide a script for the DJ. Please see script suggestion on the last page of the registration.

Total Amount Due: \$ _____

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 August 1, 2019.

Please email the Business Manager at tgoldak@sttheresacatholicschool.org or call 281.494.1157 for questions.

Guidelines Vendor Agreement: 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.
- Vendor Set-Up:** The venue will be open on Saturday at 7:00 a.m. Set-up must be complete by 11:00 a.m. on Saturday, October 12, 2019. Vehicles will be allowed access to the Marketplace area to facilitate set-up.
- 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 6:00 p.m. on Saturday and Sunday. Trash containers will be located throughout the area. Booth areas must be left clean.
- Booth Security:** Saint Theresa Catholic School will provide overnight security on Friday, October 11, and Saturday, October 12; however, any items left in your tent area are at your own risk regarding weather events, etc.
- Inclement Weather:** The vendor area is outdoors; however, we will move the Marketplace area for vendors to an indoor area in case of inclement weather. 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. If there are any questions or reasonable doubts as to the content, please contact us one (1) week prior to the event at 281.494.1157 to properly resolve any potential issues.
- 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.
- Attendance:** Exhibits must be ready and staffed at the time the Marketplace opens and be manned at all times. Saint Theresa Catholic School will provide runners for short-term breaks.
- There is NO SMOKING permitted in any part of the Festival.
- Raffle:** All vendors are required to either donate an item or gift certificate to be part of the Festival Wheel of Fun unless vendor has elected to be a part of the Business Spotlight. Please see Wheel of Fun guidelines for more information.
- Event Promotion:** Vendors are required to promote the event and their booth. In addition, we ask each vendor to follow the Saint Theresa Catholic School Facebook, Instagram, and Twitter links and share within five (5) days of receiving their registration confirmation.

- Registration and Payment:** Registration and payment must be received by August 1, 2019 to assure available space. We will notify you by email or phone 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 by email or phone upon acceptance of your booth.
 - Permits:** All vendors are responsible for their own furnishings, cash, change, sales tax, and licenses or permits which may be required to operate your booth. All vendors selling food and drink items must obtain a permit from the City of Sugar Land.
 - 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 must comply with all applicable local, state, and/or federal government laws, rules and regulations of governmental agencies.
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Wheel of Fun Guidelines for Vendors:

Saint Theresa Catholic School will have a Wheel of Fun, where participants can spin the wheel for a chance at winning a prize. Vendors are required to donate an item or gift card with a value of approximately \$25 to be part of the Wheel of Fun, UNLESS vendor has opted to participate in the Business Spotlight. Vendors participating in the Wheel of Fun must complete the donation information below.

Wheel of Fun Donation:

Description of item donated: _____

_____. Approximate Value: _____

Business Spotlight for Vendors:

Suggested Script for Business Spotlight:

- Name of Business
- Description of Items Sold
- Special Offering during Spotlight segment

Marketing and Media Release

I, _____, (please print), grant permission to Saint Theresa Catholic School (STCS) and its agents and employees, the irrevocable and unrestricted right to reproduce the photographs and/or video images taken of me, or members of my family, and or items and materials credited by, controlled or owned by me for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. I hereby release STCS and its legal representatives from all claims and liability relating to said images or video. Furthermore, I grant permission to use my statements that were given during an interview or guest lecture, with or without my name, for the purpose of advertising and publicity without restriction. I waive my right to any compensation.

I acknowledge that I am:

- Over the age of 18
- The legal guardian of the following

If legal guardian of vendor(s), please list name(s) here:

Name: _____

Signature: _____

Date: _____ Address: _____

Vendor Signature

Date

Vendor Printed Name

Vendor/Contractor agrees, at its own expense, to indemnify, defend, and hold Saint Theresa Catholic School and Church, and the Archdiocese of Galveston-Houston, free and harmless from all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, reasonable attorneys' fees, and costs, that may incur as a result of a breach by Vendor or any representation of agreement contained in the Agreement or in connection with any act or omission of Vendor in connection with the provisions of the services hereunder.

Vendor Signature

Date

Vendor Printed Name

For office use only:

Date Received: _____

Approved By: _____

Booth #: _____