



CONROE CHRISTMAS CELEBRATION  
December 9, 2017 (11am-5pm)  
Vendor Sales Application  
Deadline for submitting application:  
**December 4, 2017 at 5:00pm**

Dear Christmas Celebration Applicant:

The City of Conroe Parks and Recreation Department invites you to participate in the Conroe Christmas Celebration to be held on December 9, 2017. The Celebration will take place in Downtown Conroe, TX at Heritage Place (500 Collins St.) from 11am to 5pm.

All potential vendors must read and abide by the rules and regulations set forth in this document. Please follow all application instructions carefully and note that the deadline for submitting the application for the Conroe Christmas Celebration is December 4, 2017.

The following items must be completed and enclosed for the application to be considered:

1. Completed Application Form with signature/initials  
(No signatures/ initials = incomplete application)
2. Booth Payment (Check or Credit Card)

Incomplete forms will not be accepted. Festival officials reserve the right to select and reject vendors.

The Conroe Christmas Celebration is an **outdoor event** and refunds will only be given if the City of Conroe cancels the event due to inclement weather.

To participate as a vendor for the festival, you must be available for festival **set-up Saturday, December 9 between 8:30 & 10 am** and **breakdown at 5:00pm**, following the festival.

Please be aware that your application and fee are for a 10x10 booth space. Vendors need to bring their tables, chairs, and a pop up canopy. Booth location cannot be selected by the applicant. **Booth assignments will be sent out to vendors the week of the event.**

**Where do I send the completed application?** The completed application with payment can be mailed to: City of Conroe, Attn: Elizabeth West – Rec Center, PO Box 3066, Conroe, TX 77305; -Attn: Elizabeth West. It can also be dropped off at the C.K. Ray Recreation Center (1203 Candy Cane Lane). For questions regarding this application, please call 936.828.6881 or email Margie Taylor at [margie@taylorizedpr.com](mailto:margie@taylorizedpr.com).

We look forward to receiving your application!

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**APPLICATION DEADLINE IS DECEMBER 4, 2017**

Conroe Christmas Celebration – Conroe, TX – Saturday, December 9, 2017

**VENDOR BOOTH SALES APPLICATION**

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

Organization: \_\_\_\_\_

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

\_\_\_\_\_

Home Phone: \_\_\_\_\_ 8am – 5pm Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please list items you intend to sell (subject to PARD approval):

Please include a price list of the items you wish to sell:

Booth Space: 10' x 10' (pop-up tent size) **\$25.00**

Additional Booth Space: **Add \$25.00** YES

NO

\_\_\_ I agree to park my vehicle and any vehicles associated with my booth in the designated parking. Otherwise, vehicles are subject to tow. Please initial.

\_\_\_ I agree to bring my own tables, chairs, pop up canopy (if needed). Please initial.

\*Please note that there is NO electricity available to vendors.

FEES: Payment in full received with application – CHECK or CREDIT CARD

CC #: \_\_\_\_\_ EXP: \_\_\_\_\_ Name on Card: \_\_\_\_\_

My signature below acknowledges that I will be present and my booth will be open all advertised hours of the Conroe Christmas Celebration. I agree to follow all rules and regulations set forth by event staff and understand that failure to do so can result in immediate expulsion without refund. I will have no pets, illegal substances or weapons on my person or in my booth.

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



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## SALES VENDOR AGREEMENT

Conroe Christmas Celebration – Conroe, TX – December 9, 2017

- Festival hours are 11:00am-5:00pm. I agree that my booth will be staffed during the celebration hours; otherwise I forfeit the right to participate in future city events.
- **All fees are to be paid with application.** No refunds will be given unless the city cancels the event.
- The City of Conroe will only accept one vendor per product (no like products).
- Vendors must park in the designated parking areas. Details will be sent out as the event nears.
- Vendors must obtain a Montgomery County Temporary Food/ Health Permit from the Permits office in order to pass out food samples.
- No electricity will be available.
- **Set up time is between 8:30 and 10:00am.** Vendors must be ready for business no later than 10:45am. If I arrive after 10am, I understand that I will not be allowed to unload inside the park.
- Booth breakdown will begin at 5:00pm.
- Vendors are responsible for their own finances. There is no “\$change\$” available on site.
- Vendors may not sell firecrackers, toy guns, silly string, poppers, sparklers or other explosive items.
- Vendors are responsible for containing their trash and leaving their site free of debris at the end of the event.
- Spaces are reserved and placed on a first come, first serve and best fit the goal of the event basis.
- Festival officials reserve the right to select or reject vendors.
- All participants must occupy the space provided during the event. **NO STROLLING VENDORS ALLOWED.**
- City of Conroe assumes no liability for any financial loss due to the operation of a vendor booth and makes no representation in regards to the number of event participants. They are not responsible for theft, damages, or injury of any type whatsoever.
- I agree to notify the Parks and Recreation office immediately if for some reason I am unable to participate in the event.
- Failure to abide by the rules and policies set forth in this vendor agreement will negatively impact my ability to register for future City of Conroe events.

I hereby release, indemnify, hold harmless, and agree not to sue the City of Conroe and their respective officers, agents, contractors, and employees (“Indemnified Parties”) for any death of or injury to any person, any damage to or loss of personal property, any claims, liabilities, expenses or judgments, arising out of or in connection with, my participation in the City of Conroe Christmas Celebration from whatever cause, excepting only those damages, claims, liabilities, expenses or judgments arising out of the sole negligence or willful misconduct of the Indemnified Parties.

In consideration of being permitted to participate in the Celebration, I hereby agree, for myself, my heirs, administrators, executors, and assigns, that I shall indemnify, defend, hold harmless and pay any judgments against the Indemnified Parties from any and all claims, demands, actions, suits and damages, whether for death, injury or property, damage, loss or arising out of or in connection with my participation in the Event.

**I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT OF MY OWN FREE WILL.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_