

SOUTHWYCK CAI FALL MARKET & MOVIE VENDOR APPLICATION FORM

1. Vendor Application form must be submitted and approved.
2. Completed form should first be emailed to events@SouthwyckTexas.com.
3. You will be contacted by email if you have been approved. This usually takes a day or 2 at the most.
4. Once you have been approved, send a copy of your completed and signed application form along with payment to Southwyck CAI c/o CMSI, 2615 Bay Area Bld., Houston, Texas 77058.

Date of Event: Saturday, November 9th from 3:00 PM to 6:00 PM

Cost: \$25 per booth

Vendors must provide their own equipment ie: canopies, tables, chairs, etc. No electricity or running water is available and no generators allowed. All fees are non-refundable as they are used to offset costs for the event.

Event time: 3:00 PM to 6:00 PM **Set up time:** Vendors can begin setting up at 1:00 PM

Break down time: **NO** tear down before 6:00 PM and must be completed by 7:00 PM at the latest.

Event Address: 2515 Shelby Drive, Pearland, TX 77584

Vendors are responsible for leaving the area in the same condition as they found it.

**** WE RESERVE THE RIGHT TO CENSOR ANY BOOTH ****

CONTACT PERSON: _____

VENDOR NAME: _____

ADDRESS: _____

CONTACT PHONE #: _____ EMAIL: _____

Description of items to sell: _____

Total Amount submitted: \$ _____ Check # _____

Southwyck CAI or their affiliates will not be held responsible for any liability, lost or stolen or damaged merchandise or any injury incurred during the event.

Approved by: _____ Date _____

I have read the event information and understand the policies and procedures regarding this market / event.

I hereby release, discharge and agree to indemnify, protect and save harmless the event organizer, their agents and employees from all liability including and against all claims, demands, refunds, causes of action of every kind and character for any loss of sales and or any injury to or any loss of damage to property arising from participating in this event.

By signing you agree to the above terms of the agreement and market / event.

**** Must be hand written signature, digital will not be accepted ****

Sign _____ Date: _____

SOUTHWYCK CAI FALL MARKET & MOVIE INFORMATION SHEET

REGISTRATION & PAYMENT: Once you have been approved send your payment and copy of **Application Forms** (page 1) at least one week before the event along with payment unless event coordinator approves of delay.

Mail to Southwyck CAI, c/o CMSI, 2615 Bay Area Bld., Houston, Texas 77058.

- Set-up time can begin at 1:00 PM.
- **NO** tear down before 6:00 PM.

**** IF MARKET/EVENT IS CANCELED DUE TO SEVERE WEATHER CONDITIONS, NO reschedule date will be offered.**

**** All registration fees are non-refundable ****

- 10 ft X 10 ft booth locations are on a first come, first serve basis around the sidewalk path in the park at designated locations of the sidewalk **AFTER** you have been approved. **NO VENDOR** can stakeout a spot before 1:00 PM the day of the event.

Conduct:

- Vendors are expected to conduct themselves in a courteous and professional manner.
- Event organizer reserves the right to refuse vendor participation due to misconduct towards organizer, employee, or anyone associated with event, this **WILL NOT** be tolerated and you will be told to leave immediately. Furthermore, you will immediately cease & desist from setting up and/or selling when you are told to pack up and leave, this includes not going outside in the parking areas to sell. You will also **NOT** go around harassing vendors or selling outside your booth. Meaning if you have broken the vendor agreement you **WILL NOT** be allowed to participate further and **YOU FORFEIT ALL FEES ASSOCIATED WITH THIS EVENT.**
- Only family friendly products & services are allowed.

Payment:

- Once you have been approved, send the vendor form (first page) plus fee to:

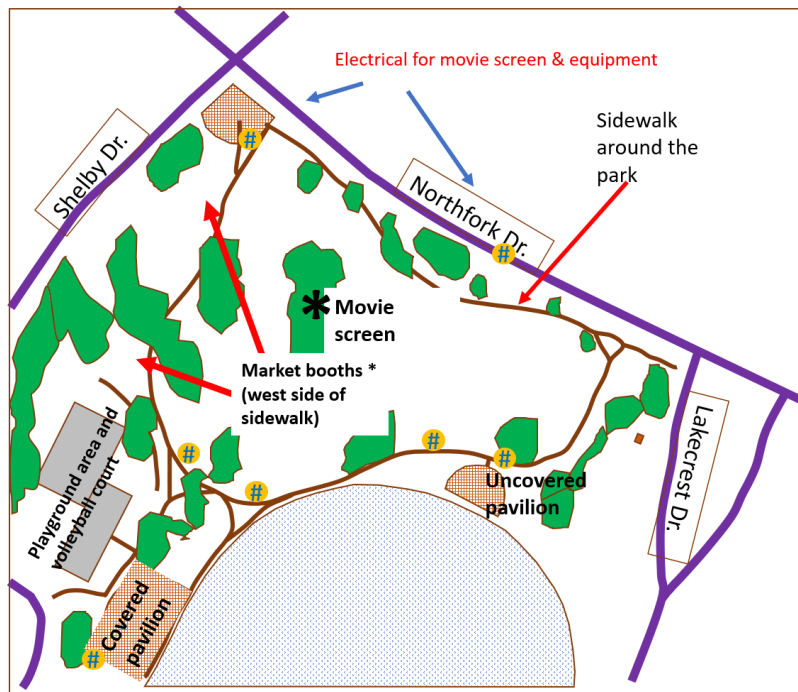
Southwyck CAI
c/o CMSI
2615 Bay Area Bld.
Houston, Texas 77058

- Checks, Money Orders, Cashier's Checks or cash accepted.
- **NOTE:** If check comes back **NSF** then you will be charged \$50 plus any additional bank fees assessed to Southwyck CAI.

- **** Booth is NOT secured without payment ****
- Vendors are NOT to drive or park on the park property without permission in advance.
- Parking is **ONLY** on the street. Parking area is limited to handy cap vehicles, organizer vehicles and food vendors only.
- Children are always to remain inside vendor booth and not disturb other vendor's merchandise or displays.
- Vendor will bring their own table(s), chair(s) and canopy.
- Spaces limited for similar products. First come, first serve for booth location and approval of Southwyck CAI board.
- 1 rep per Direct Sales Company allowed per event.
- **All registration/booth rental fees are non-refundable.**

Advertising event:

Southwyck CAI will advertise this event on social media, our website - <http://www.SouthwyckTexas.com/fall-market---movie.html>, through word of mouth, event signs placed around the area 1 week before the event and possibly others. Vendor's who are participating in this event are encouraged to post the event at their website or social media. You will find an Event poster button on our website where you can save the poster for your use.



* Additional space will be opened up if necessary. # = Electrical

Green blobs are trees. Areas where we are allowing set up are marked.

Vendors: For promotional purposes, please send us photos of your company name, logo and products so that we can add them to our website and marketing campaign. Email to events@southwycktexas.com.

Southwyck CAI – www.SouthwyckTexas.com – Email us at events@SouthwyckTexas.com