



Location: Lone Star Community Center, 2500 Lone Star Parkway, Montgomery, TX 77356

REGISTRATION OPTIONS, FEES, & GUIDELINES:

- a) 10*10 Outdoor/ Covered w/One Electric Outlet
\$30 & donated restaurant gift card(s), scratch offs, or raffle gift basket valued at \$15 or more
 - b) 10*10 Outdoor/ Not Covered & No Electricity
\$15 & donated restaurant gift card(s) or scratch offs valued at \$10 or more
 - c) 10*10 Indoor w/ One Electric Outlet
\$40 & donated restaurant gift card(s), scratch offs, or raffle basket valued at \$25 or more
 - d) 8*4 Indoor Hall/Table Space/ No Electricity
\$20 & donated restaurant gift card(s) or scratch offs valued at \$10 or more
- 1) **Additional Electric Plug:** \$5.00ea
 - 2) Credit Cards are accepted; a 5% processing fee will be added for credit card payments.
 - 3) Acceptable forms of payment for vendor registration fees (with no additional processing fees): Cash, PayPal Friends & Family (brandi@texasjoebailey.com), or CashApp (\$TexasJoeBailey).
*If you do not have CashApp contact me & I can send you a link for \$5 cash credit
 - 4) Credit Card, & Online Invoice payments are accepted for a 5% transaction fee.

VENDORS & EXHIBITORS:

- Vendors, Exhibitors, Businesses, & Individuals are welcome to reserve a booth.
 - Complete registration form must be accompanied with registration fee for the booth reservation to be processed. If applications are not completed in full they will be returned to sender via email.
 - Registration forms without payment will be discarded after 2 business days.
 - Vendor spaces are reserved & assigned in the order of registration forms & payment received.
 - Previous vendors will have 1st option to select booth location until 15 days prior to the event. Returning vendors are given a 1-time selection, changing booth space multiple times is not an option.
 - A confirmation will be emailed to you when your application and payment is received. Your exact booth location will be confirmed prior to & at check in.
- Paying through PayPal? Please provide the email address and PayPal account name payment will be received from. _____
 - Would you like for us to issue an online invoice? Provide the email address you would like the invoice sent to. _____
 - Paying through CashApp? Provide the CashApp account name payment will be received from. _____

Print Name _____ Sign _____ Date _____



FOR MORE INFORMATION CONTACT: Brandi Hurley
Email: brandi@texasjoebailey.com / Cell: (281) 229-3025





- **NO REFUNDS ON BOOTH REGISTRATION FEES.** Regardless of the weather, registration fees will be used for the benefit recipient.
- This is a family oriented event. Each entry must be approved by the Event Committee.
- If your booth is rejected, you will be notified by one of our event organizers.
- Each vendor is responsible for the organization & cleanliness of their booth area.
- Each vendor is responsible for supplies necessary to conduct business; such as tents, racks, tables, chairs, table covers, decorations & anything else needed to set up a booth.
- Tacks, nails, rope, tape or any other type of adhesive may not be used on any part of the building structure.
- Exhibitors must stay within set booth boundaries.
- Set-up may begin at **7:30am, June 22, 2019.**
- Booths must be organized and ready to open by **10:30am, June 22, 2019.**
- Vendors may begin breaking down their area & packing up no earlier than **4pm**, & should plan to have their area completely packed & cleaned no later than **7:30pm.**
- Vendors must clean their own booth area. Areas must be left in the same condition as it was upon arrival. Garbage dumpsters will be on site for disposal of your trash.
- If you have a trailer, used as a booth, give the exact dimensions of trailer length, depth, width & which side or end opens for your sales. Complete the dimensions area on the entry form.
- **Exhibitor Vehicles WILL have a designated parking area.** Please unload merchandise at the front curb and move vehicles to the designated parking area as soon as possible to facilitate an orderly rotation of vendors arriving to unload.
- Do not block the driveways, streets, walkways, or doors at any time. Several people will be setting-up and organizing for the event, please be mindful of keeping high traffic walkways and doorways open & clean.
- If your booth rental includes an electric outlet, bring at least a 100ft extension cord, & proper 2-3" safety tape. Cords are required to be properly taped to prevent tripping and other accidents that may be caused by loose cords. Cords that are not properly taped & secured will not be permitted for use. **PLEASE Do Not Forget Your TAPE!** We do not have tape on-site.

THE EVENT COMMITTEE, THE LONE STAR COMMUNITY CENTER, & ALL OF ITS AFFILIATES ARE NOT RESPONSIBLE FOR ACCIDENTS, LOST, OR DAMAGED MERCHANDISE, PROPERTY OR PERSONAL INJURY.

- ✓ **Alcoholic beverages are permitted during the event, HOWEVER vendors may not participate in the consumption of alcohol prior to the booth area being completely packed-up and cleaned.**
- ✓ **No explosives, explosive devices or bottled products with offensive odors may be used or sold.**
- ✓ **Items that may be used to throw, squirt, shoot, or spray at others will not be sold by any booth.**
- ✓ **No loud, or offensive noise, or language may be used or sold.**
- ✓ **All products being sold or on display must be legal for sale & purchase according to Texas state laws.**
- ✓ **Firearms, knives, swords, throwing blades, any other weapons, or illegal substances may not be sold, displayed, used, or demonstrated.**
- ✓ **Booths with merchandise not deemed suitable by an Event Committee Member must immediately remove the merchandise upon instruction without question.**
- ✓ **Those who do not adhere to these event guidelines will be asked to immediately leave the community center property, & will be excluded from registering for any future events in connection with The Lone Star Community Center, HONOR, Triumph, Coat of Many Colors, & affiliated organizations.**

Print Name _____ Sign _____ Date _____



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JUNE 22, 2019 Benefit/Fundraiser - VENDOR APPLICATION



(Please Print Clearly)

BUSINESS NAME: _____

ONSITE REP NAME(S): _____

ADDRESS: _____

CITY/STATE _____ ZIP _____

CELL: _____ E-MAIL: _____

BOOTH TYPE: ARTS/CRAFTS RETAIL CHILDREN ACTIVITY HANDMADE FOOD

DESCRIPTION OF ITEMS IN BOOTH:

<u>BOOTH TYPE:</u>	<u># OF BOOTH SPACES:</u>	<u>TOTAL BOOTH FEE:</u>	<u>Additional Requirements:</u>
OUTDOOR 10*10 COVERED:	_____ x \$30 =	_____	See donation requirements listed on pg.1, a-d.
OUTDOOR 10*10 OPEN/NOT COVERED	_____ x \$15 =	_____	
INDOOR 10*10	_____ x \$40 =	_____	
INDOOR 8*4 HALL/TABLE	_____ x \$20 =	_____	
OUTDOOR XL 15*20 OPEN/NOT COVERED	_____ x \$30 =	_____	

For those with trailers: Provide exact dimensions & include a photo or sketch reflecting the direction the trailer will need to face & the side that opens for sales. Entire trailer, including hitch must fit within booth space.

Dimensions: _____

TOTAL BOOTH FEE (from above) \$ _____ +

ELECTRIC PLUG \$5.00 each: \$ _____

TOTAL REGISTRATION FEE \$ _____

CC Payment:

NAME ON CARD _____ EXP _____ SECURITY CODE _____

CARD NUMBER _____ BILLING ZIP CODE _____

AUTHORIZED CHARGE AMOUNT: _____ (5% processing fee will be added to authorized amount)

CARDHOLDER SIGNATURE _____

***FIRST TIME VENDORS** – Please include booth & product photos for registration. You may email photos to brandi@texasjoebailey.com

I HAVE READ AND AGREE TO THE GUIDELINES FOR BOOTH RENTAL WITH THE BENEFIT FUNDRAISER EVENT BEING HELD AT THE LONE STAR COMMUNITY CENTER 6/22/2019, AND BY SUBMITTING MY APPLICATION FOR RENTAL, AGREE TO ADHERE TO SAME. I ASSUME ALL RISKS AND HAZARDS INCIDENTAL TO OPERATING A BOOTH. I DO HEREBY WAIVE, RELEASE, ABSOLVE AND AGREE TO HOLD HARMLESS THE BENEFIT FUNDRAISER EVENT COMMITTEE, ORGANIZERS, PARTICIPANTS, LONE STAER COMMUNITY ENTER, COAT OF MANY COLORS, HONOR, TRIUMPH, AND ALL AFFILIATES FOR ANY CLAIM ARISING OUT OF SAID PARTICIPATION AT THE BENEFIT FUNDRAISER EVENT.

DATE: _____ NAME (print): _____

TITLE: _____ SIGNATURE: _____

 (Event organizers only) Received by: _____ Date: _____ Form of Payment: _____ Booth: _____ Electricity: _____