



1st Annual HCEC Christmas Bazaar

Arts and Crafts vendors are needed for the 1st Annual HCEC Christmas Bazaar to be held at HILCO Civic & Event Center (HCEC) located at 1000 S. Files St Itasca, TX. 76055. The event will be held on Saturday, November 18, 2017 from 10 a.m.-5 p.m. The afternoon long event includes activities such as a craft fair, music, entertainment and food.

EARLY BIRD APPLICATION MUST BE RECEIVED AT THE OFFICE NO LATER THAN OCTOBER 30, 2017.

All items may be subject to HILCO Civic & Event Center (HCEC) approval.
PRICE: 10' x 10' space - \$100, vendor to provide own table, chairs, and floor covering.
AFTER 10/30 all available spaces will be \$150.00 - Vendor to provide own table, chairs, and floor covering.

PLEASE NOTE:

- There is limited space available so vendors will be processed on a first-come-first serve basis.
- No electricity is provided to Arts and Crafts vendors.
- All booths **MUST** be paid for at the time of registration.

ARTS and CRAFTS VENDOR INFORMATION

CONTACT NAME: _____ BUSINESS NAME: _____

ADDRESS: _____ CITY/ZIP: _____

PHONE: () _____

EMAIL (required) _____

DESCRIPTION OF ITEMS FOR SALE or Display

HOW DID YOU HEAR ABOUT THE EVENT? _____

Full Payment is due with application – please make Checks payable to: HILCO Electric Coop. If paying by credit card please complete the information in the designated space.

Amount \$ _____ MC VISA DISCOVER AMERICAN EXPRESS

Credit Card # _____ Exp. Date: _____

_____ Date: _____

Signature (required)

Please read AND SIGN the attached Booth Policies. I have read the terms and conditions of this contract and the refund policy. I understand and agree to the conditions of this contract.

*This contract with full payment must be signed and returned to the HILCO Civic & Event Center by or prior to **October 30, 2017**, to secure a space.*

HILCO Civic & Event Center
1st Annual HCEC Christmas Bazaar
PO Box 247
Itasca, TX. 76055
(254)687-2331 Ext. 1196, 1197 / Fax (254)687-2551

HCEC CHRISTMAS BAZAAR ARTS & CRAFTS BOOTH POLICIES

Each space will be clearly identified by the vendor's name or business. There will be a map to show booth locations available, as well as one mailed to you once the space has been determined.

VENDORS will be allowed to enter the center from **10:00am-4:00pm on Friday, November 17 or 8:00 am the morning of the bazaar**. The VENDOR agrees to have their booth set-up by **9:30a.m.** The VENDOR also agrees to keep his/her display set up until the end of the scheduled event day **5:00 p.m.** at which time booths will need to be taken down/clean-up, vehicles will **not be** allowed in loading area until **5:15 p.m.**

RENTAL CHARGE - The VENDOR agrees to pay the HILCO Civic & Event Center the prescribed amount indicated in the registration form of this agreement. Those charges will be applied upon the execution of this agreement. In the event the VENDOR must cancel his/her appearance for any reason less than 30 days prior to the scheduled date of the event all monies pursuant to the contract will be retained by HILCO Civic & Event Center. Cancellation fee is \$25.

ETHICS – HILCO Civic & Event Center seeks to operate an ethical event that will inspire confidence of all involved customer and Vendor alike. HILCO Civic & Event Center reserves the right to approve all installations, exhibits, and merchandise, and further reserves the right to require removal from the event any and all items deemed to be in poor taste, unsuitable or inferior quality.

LIABILITY - The VENDOR does hereby release HILCO Civic & Event Center its Vendors, volunteers and outside contractors, of liability in connection with any damage to VENDORS person and/or anyone operating VENDORS space, merchandise and/or personal property due to fire, theft, breakage, acts of God, or any kind of public disorder or disturbance during the day of the event.

Please Initial _____

SPACE MAINTENANCE - At all times the VENDOR will confine his/her display of items - be it merchandise, food, pamphlets, etc. within the area of his/her space marked. **We do not furnish your booth. We do provide the pipe & drape to section off booth spaces, a professional sign with your company name, as well as list you on the show program.** It will be the responsibility of VENDOR to bring all items necessary for his/her booth. At all time the VENDOR is responsible for proper disposal of trash or waste. At the end of the event hours all trash, cartons, paper, etc. will be placed in designated dumpsters. No dogs/pets are allowed in the VENDORS space or in the event hall or on the event grounds.

We do require flooring- all vendors are required to have a protective covering on the floor at all times. (8x10 or 9x10) we require 90% of the floor to be covered. Your booth is a 10x10. (Examples: foam flooring, carpet, rugs, etc.)

I have read the terms and conditions of this Booth Policy. I understand and agree to the conditions of this contract.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

HILCO Civic & Event Center
2017 Arts and Crafts Vendor Booth Application
1st Annual HCEC Christmas Bazaar
PO Box 247
Itasca TX 76055
(254) 687-2331 Ext. 1196, 1197 / Fax (254) 687-2551