



American Lebanese Cultural Center

Lebanese Festival 2019

Merchandise (Non-Food) Vendor Agreement

This Agreement is made this _____th day of _____; 2019 between the American Lebanese Cultural Center (ALCC) – Houston; a non-profit Texas corporation, represented by:

ALCC Representative Name: _____

Signature: _____

and:

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Telephone: _____

Business E-Mail: _____

Tax ID Number: _____

Name of Business Authorized Signatory: _____

Signature: _____

Date: _____

FESTIVAL GENERAL TERMS AND CONDITIONS

1. Festival Schedule

The 2019 Houston Lebanese festival is scheduled to be open to the public on the dates and between the hours listed below:

First Day: **Saturday, March 23, 2019 from 12:00 PM to 11:00 PM**

Second Day: **Sunday, March 24, 2019 from 12:00 PM to 9:00 PM**

Location: **Constellation Field, 1 Stadium Drive, Sugar Land, TX 77498**

Vendor shall be properly setup, fully stocked and staffed at all times to serve the public with no interruption.

2. Vendor Set-Up Schedule

2.1 Equipment Set Up

The Vendor shall have all equipment and supplies intended to be used at the festival transported to the festival site at Constellation Field, Sugar Land, TX to be erected and made ready as follows:

Friday, March 22, 2019 from 9:00 AM onwards

3. Vendor De-Mobilization

Upon conclusion of Festival activities on Sunday March 24, 2019 at 9:00 PM, the Vendor shall immediately start removing his equipment and supplies from the site and shall conclude all his activities by 11:00 PM of same evening. Vendor shall collect all his trash in plastic bags and dispose into designated containers.

4. City of Sugar Land Fire Department

Vendor agrees to comply with all the rules and regulation of the City of Sugar Land, Texas and the Sugar Land Fire Department.

5. Texas Sales and Use Tax Permit

Vendor shall have a valid Sales and Use Tax Permit issued by the State of Texas and is responsible for reporting and paying all sales taxes collected during the festival. All prices must be inclusive of sales tax if applicable. No additional taxes shall be passed on to the customers during the festival activities.

Vendor shall submit a copy of his sale tax permit along with the certificate of insurance, one week after this agreement is accepted and approved by ALCC Representative.

6. ALCC Pricing

- All Licensed Businesses*
 - One Table – **500 USD**
 - Two Tables – **750 USD**
 - Three Tables – **1000 USD**
 - Four Tables – **1,250 USD**

Items for sale shall be reasonably priced and approved by the ALCC Festival Management.

7. Vendor Tickets

Each vendor will be granted **two** complimentary tickets per day for festival entrance over a period of two days for two personnel to setup and dismantle the occupation area and for attending at their tables at all time.

8. Vendor Setup

ALCC will only provide the tables, 2 chairs, and the corresponding space that comes with the latter.

It is the Vendor's responsibility to provide all display materials, (poster boards, stands, electronic displays) along with their products to setup their area.

9. Vendor Presence Requirements

Each vendor must be present in their assigned space at the Festival while open for business as set out in Section 1 Festival Schedule.

10. Electrical Requirements

In case the vendor requires power to be present at their tables, Vendor must identify the types and quantity of devices needing 110 Volt electrical power.

11. General Hygiene

Vendor shall keep his area clean at all times. All waste and trash shall be collected and placed in proper waste bins and disposed-of frequently

12. Miscellaneous Requirements

Vendor agrees to adhere to the following:

- Vendor is NOT allowed to place any posters or banners outside his designated area/tables. ALCC will provide standardized banners or posters identifying each business name, as submitted to the ALCC in response to this Agreement.
- Vendors can place all posters and personal marketing materials for their businesses inside their assigned area as they please.

- Vendor shall clean and secure his assigned space each night, although overnight security is provided to guard the venue, Vendor shall NOT under any circumstances hold ALCC or the festival management liable for the theft or loss of any equipment or material from his tables / assigned location.
- All Vendors must have valid Entrance tickets issued by the ALCC and enter/exit the venue through the rear Vendor entrance gates as advised by the ALCC Festival Management during the festival.

13. Damage/Loss Responsibility

Vendor agrees to pay for all damages inflicted by its employees or agents to any property (e.g., tents, tables, venue fixtures or structures, etc.) that are provided by or through ALCC for its use at the event.

VENDOR INFORMATION

Vendor shall fully and accurately provide all information and data required in the sections below:

1. Business Information

Business Name: _____

Business Telephone: _____

Principal Owner(s) Name(s): _____

Principal Owner(s) Contact Number(s): _____

2. Table Assignment

Each table is generally 6ft. x 3 ft. with two chairs. If Vendor requires more than one (1) table, he shall indicate his selection below.

Name to be displayed on Table: _____

Type of goods to be sold: _____

Number of Table(s) Requested: _____

3. Priced items List

List all the goods you propose to sell at the festival with a brief description and the suggested sale price (inclusive of sale tax if applicable).

1. _____ Price \$ _____

2. _____ Price \$ _____

3. _____ Price \$ _____

4. _____ Price \$ _____

5. _____ Price \$ _____

6. _____ Price \$ _____

7. _____ Price \$ _____

8. _____ Price \$ _____

9. _____ Price \$ _____

10. _____ Price \$ _____

This form must be completed, signed (on first page), and returned to the ALCC Festival Committee by 5:00 PM on Friday, February 22, 2019. Contact information below

Rabih Suki
Mobile: 713-203-1942
Vendors@alcchouston.org

Appendix A - Stadium Layout

