



For Office Use Only

Space(s) _____

Date Paid _____

Insurance

Electricity

4310 Highway 36 South * P. O. Box 428 Rosenberg, TX 77471

2017

INSIDE COMMERCIAL BOOTH SPACE RENTAL CONTRACT

PLEASE PRINT / TYPE AND RETURN WITH YOUR PAYMENT

BUSINESS NAME: _____ PHONE: _____

CONTACT PERSON: _____ CELL PHONE: _____

MAILING ADDRESS: _____ EMAIL: _____

CITY: _____ STATE: _____ ZIP: _____

TEXAS SALES TAX PERMIT # _____

PRODUCT/PRODUCTS TO BE SOLD / EXHIBITED: _____

BOOTH CHOICES: 1ST _____ 2ND _____ 3RD _____

*See Commercial Space Layout
for booth dimensions and pricing*

RENT.....	\$	_____
WATER.....	\$	_____
REFUSE.....	\$	<u>7.00</u>
PRODUCT LIABILITY (INSURANCE)	\$	<u>80.00</u>
HANDLING FEE....	\$	<u>19.00</u>
TOTAL.....	\$	_____
LESS DEPOSIT.....	\$	_____
TOTAL AMT DUE...	\$	_____

Credit Card Number _____ Exp. Date _____

CVV / CVC # _____ Print Name on Card _____

Check Enclosed Cash (please do not mail cash)

I have read and understand the contract information and agree to the terms of this lease.

Print Name

Exhibitor Signature

Date

*****Please provide a copy of valid driver's license or other valid picture ID*****

GENERAL CONTRACT INFORMATION

Inside Exhibit Hours: ALL Exhibitors MUST remain open during the following hours (*failure to do so may affect contract renewal*)

FRI, Sept. 29/10:00 AM - 11:30 PM

MON. thru THURS. Oct. 2 – Oct. 5 – 5:00 PM – 9:00 PM

SAT, Sept. 30/10:00 AM - 11:30 PM

FRI, Oct. 6 - 5:00 PM – 11:30 PM

SUN, Oct. 1/12:00 Noon - 9:00 PM

SAT, Oct. 7 10:00 – 11:30 PM

SUN Oct. 8 Noon – 6:00 PM

Booth Furniture: One table (30" X 8") and two (2) chairs will be furnished per booth space.

Booth Sign: One sign will be provided to each vendor with the name of the business. Thirty (30) letters maximum are allowed per sign. Contracts received after August 15, 2017 will not be guaranteed a booth sign.

Electricity:

\$ 0.00 per one 110 outlet\$248.00 per one 220 Single Phase, 25 AMP Maximum

NO THREE PHASE AVAILABLE.

If special electricity is required, we must make special arrangements with the electrician, therefore, contracts that require special electricity must be received 60 days prior to the Fair. Cost will be established at that time. Special electricity will determine the location of booth. Connection and disconnection must be done by the Fair's approved electrician. The erection of antennas or any similar instruments on the roof of or attached to any building or structure is strictly prohibited.

Water: \$85.00 per connection (Use of water will determine location of booth). Arrangements for water usage must be approved by the FBCFA at time of contract.

Recycle / Refuse: Containers for cardboard, plastic and aluminum are placed throughout the building and grounds. Cardboard boxes must be broken down and can be left in front of your booth space at the close of each day. Booth spaces are to be kept clean and tidy at all times. Trash is to be placed in front of your booth space at the close of each day. Trash collection will take place during non gate hours.

Lease Terms:

This lease is for the period of time covering the annual Fort Bend County Fair. Spaces will be leased on a first come, first serve basis. Only full payment will hold a space. Signed contracts with full payment must be returned to the Fort Bend County Fair Association (FBCFA) Office in order to confirm your booth space. Each Booth Space must open and remain open during building hours. **Lessee covenants and agrees to restrict its activities upon the Fairgrounds to booth space assigned. All exhibits and exhibitors must be contained within their boundaries. Soliciting outside of your rented space is strictly prohibited. Anyone in violation may have contract revoked with no refund and asked to leave.** Lessee agrees not to use public address or loudspeaker system for soliciting the sale of any item upon the Fairgrounds. Tents will not be allowed against any interior wall. Booth draping and/or extensions must not be rearranged. Exhibitors must not hang, pin or attach anything to draping. Spaces located near AC units cannot block vents or obstruct the return air. Any damage Lessee may cause; Lessee will be expected to pay at the time of incident. All drawings must be given away during the Fair dates and must have written approval from the Fair Office. All prizes and winner's names must be turned into the Fair office by the closing date of the fair for posting. If selling, Lessee agrees to furnish Texas Sales Tax Permit number and is responsible for his own tax report. Each vendor must furnish a currently inspected fire extinguisher for each booth. Food sold in a booth must be pre-packaged in a licensed kitchen and seller must obtain a city of Rosenberg health permit. **Subleasing** of rented space is not permitted! **FBCFA** reserves the right to reject contracts from vendors not meeting guidelines as stated and also reserves the right to have lessee removed from building or space for non-compliance, up to and including belligerence and any other act deemed unprofessional and inappropriate for this event.

Set Up and Tear Down:

Set-up will be from Noon to 8:00 p.m., Wednesday, September 27, 2017 and Thursday, September 28, 2017 from Noon to 6:00 p.m.

Vehicles must be outside grounds by 4:00 p.m. on Thursday. An exhibitor packet, which includes building access passes, 2 gate passes per vendor space, 1 for each additional space, a vendor parking pass and other information must be picked up during set up times. No exhibitor will be allowed onto the Fairgrounds without a gate pass. It is the responsibility of the exhibitor to make the necessary arrangements for their workers prior to entering the Fairgrounds. Only exhibitors with proper credentials will be allowed in the Exhibit building forty-five (45) minutes prior to posted opening time. All exhibit booths must remain intact until 6:00 p.m., Sunday, October 8, 2017, closing day of the Fair. Tear down may begin at 6:00 p.m., Sunday; however, vehicles will not be allowed on the grounds until gates have closed to the public. **Tear down will end at 8:30pm!** Tear down will continue on Monday from 9:00 a.m. until noon. If you are unable to clear all items by the given times, you **MUST** make arrangements with the Fair office, **in writing**, prior to the closing day of the Fair. Should Lessee fail to remove items, **FBCFA** will remove Lessee's property and all expenses of the removal shall be paid by the Lessee at a fee of \$165.00 plus \$50.00 per day for storage in cash or by credit card, before items are surrendered. **FBCFA** is not responsible for any missing or damaged items. All items become the property of the **FBCFA** on the Wednesday preceding the closing date of the Fair.

Items to be Sold or Displayed:

ALL items that will be sold or displayed must be listed on the Exhibitor Contract or attached to contract. Items not listed cannot be sold or displayed. Exhibitor Booths will be monitored for compliance. Failure to comply will result in immediate eviction from FBCF property and forfeiture of all fees paid. **NO EXHIBITOR MAY SELL OR GIVE AWAY HOVERBOARDS, UNMANNED AIRCRAFT SYSTEMS, DRUG PARAPHENALIA, FIRECRACKERS, SMOKE BOMBS, STINK BOMBS, FOOD OR DRINKS, ALCOHOLIC BEVERAGES OR ANY ITEMS DEEMED UNDESIRABLE BY THE FBCFA. ABSOLUTELY NO LIVE ANIMALS! FBCFA** Management reserves the right to refuse and/or dismiss any person(s) exhibiting an undesirable or illegal product(s), or any person(s) not abiding by the rules as set forth by the **FBCFA**.

Product Liability Insurance:

Product Liability of one million dollars is required. PLEASE ATTACH A COPY OF CERTIFICATE OF INSURANCE. Please have insurance company state as additional insured: Fort Bend County Fair Association and Fort Bend County. IF VENDOR DOES NOT HAVE LIABILITY, PLEASE FILL OUT AND RETURN INSURANCE REQUEST FORM WITH YOUR CONTRACT. CHARGES ARE LISTED ON INSURANCE FORM. CONTRACTS ARE NOT COMPLETE WITHOUT INSURANCE. YOU WILL NOT BE ALLOWED TO SET UP YOUR BOOTH WITHOUT INSURANCE.

Release of Liability:

Lessee agrees to uphold and abide by the rules and regulation of the Fort Bend County Fair Association and Fort Bend County with regards to the use of the Fairgrounds, including such rules and regulations governing the entrance into, passageways across and parking upon the said Fairgrounds.

It is hereby understood and agreed that **FBCFA** will in no case be responsible for any loss, damage or injury to any person or property during the term of this lease or during any period of time in which Lessee, its agents and/or employees, is using the Fairgrounds in enjoyment of the privilege afforded Lessee under this lease agreement regardless of how such loss, damage or injury is occasioned and by whom.

It is further agreed by and between **FBCFA** and Lessee that Lessee will protect, indemnify and save harmless **FBCFA** from any and all claims, suits, and/or judgments, including attorney's fees and other costs of defense of any said claim and/or suit incurred by **FBCFA**, brought by anyone as a result of action or inaction of Lessee, either solely or in conjunction with **FBCFA** or anyone else. Any policy change or rule interpretation can be made at the discretion of management with approval of the Chairman. **FBCFA** has the right to refuse contract.

Cancellations / Refunds:

If contract is canceled ninety (90) days (by postmark) prior to opening day of the Fair, 50% refund will be issued. **No refund will be issued if canceled less than 90 days prior to opening day of the Fair.**

**Fort Bend County Fair
4310 Highway 36 South
P. O. Box 428**

Rosenberg, TX 77471

Phone: 281-342-6171 ~ Fax: 281-342-0808

www.fortbendcountyfair.com * cindy@fbcf.org

.....