



SET APART FARMS FESTIVAL

JUNE 3RD & 4TH

7601 Red Bluff • Pasadena TX 77507 • Phone (832) 658-9907 • Email: info@setapartfarms.org

2022 FESTIVAL & RODEO EXHIBITOR RENTAL AGREEMENT

The undersigned hereby makes application for booth space indicated below under the terms and conditions of the SET APART FARMS FESTIVAL. It is understood the allotment of space will be made in the order applications are received. The undersigned further understands that no refund will be given upon cancellation by the Exhibitor after Apr 15, 2022.

# of Spaces	*ALL FOOD & RIDE VENDORS MUST PROVIDE PROOF OF LIABILITY INSURANCE*	\$ per booth	Total
	10' W X 10' D Covered Arena Booth	\$175	\$
	10' W X 10' D Outside Booth	\$125	\$
	Food Vendor (Electricity Included) Limited Space Covered Arena Booth	\$400	\$
	Food Vendor Outside	\$300	\$
	Entertainment Vendor Outside	25% COS	TBD
	FFA Pavilion Covered Arena	25% COS	TBD
	Electricity <input type="checkbox"/> \$50 up to 30 amp <input type="checkbox"/> \$100 over 30 amp		\$
Total Due			\$
Food & Ride Vendors Proof of Insurance Included? (REQUIRED) <input type="checkbox"/> Yes <input type="checkbox"/> No		Water Needed? (food vendor only): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Taxpayer Identification Number included? (REQUIRED) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Payment form: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card			
Check # _____			
Credit Card # _____		CVV Code: _____	Billing Zip: _____ Exp. Date: _____
Print Name: _____			
Authorized Signature: _____			Date: _____

EXHIBITOR INFORMATION

I acknowledge that I have received and read the General Information and Policies governing exhibitors and use of the premises of the SET APART FARMS FESTIVAL and agree to abide by all such information and policies.

Company Name: _____ Contact Name: _____
 Street: _____ Apt # _____ City: _____ State: _____ Zip: _____
 Phone (Day): _____ (Night): _____ Email: _____
 Signature: _____ Date: _____

List ALL items to be sold, distributed, or displayed.

(Items not listed cannot be sold without prior approval from Set Apart Farms Director of Community Relations)

This contract is not effective until signed by SAF Director of Community Relations
 Set Apart Farms Authorized Personnel Only Below This Line

Date/Time Received: _____ Amount Received \$ _____ Balance Remaining \$ _____

Form of Payment – Check One: Cash Credit Card Check/Money Order # _____

Accepted By: _____ Community Relations Director: _____



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2022 GENERAL INFORMATION AND POLICIES

ALL Vendors must provide a copy of their taxpayer identification with application. All vehicles must be moved to designated Vendor parking by 3pm

Electricity: \$40 per additional 110 outlet...\$50 per 30-amp outlet...\$100 for power greater than 30 amp. **BREAKER MUST BE SUPPLIED BY VENDOR FOR ANYTHING GREATER THAN 30 AMP.** 220 service is limited, please contact SAF for special arrangements. Electrical and extension cords are not provided by SAF.

Water: Available for outside booths only. Water is available in various locations. It is the responsibility of the Vendor to provide all necessary water hoses, splitter connections, etc. as needed. Water Connections will be shared. Please be considerate of other Vendors.

Refuse/Recycle/Grease: Booth spaces are to be always kept neat and clean. Trash will be collected prior to and after gate opening daily. Trash is to be placed in plastic trash bags and placed outside booth space after gates close. Please break down cardboard boxes. Grease/oil recycle container may be available on the grounds. In the event a container is not available, it is the responsibility of the Vendor to **PROPERLY DISPOSE OF GREASE/OIL.** The disposal of grease/oil in city storm drains is **STRICTLY PROHIBITED** and will result in forfeiture of booth space without refund and may be subject to monetary penalty.

Liability Insurance: **ALL FOOD & RIDE VENDORS** must provide proof of General Liability insurance naming the City of Pasadena, Set Apart Farms, its officers, directors, agents, and volunteers as Additional Insured with limits of \$1,000,000 Occurrence /\$3,000,000 Aggregate. **IF VENDOR DOES NOT HAVE LIABILITY INSURANCE, PLEASE LET SAF KNOW AND THEY WILL GET YOU AN "INSURANCE REQUEST FORM" TO FILL OUT. PREMIUM AMOUNT IS LISTED ON THE FORM.** Certificate of Insurance containing the limits described above must be filed with SAF before Vendor move-in.

Items to be Sold or Displayed: ALL merchandise that will be sold or displayed must be listed on the Exhibitor Rental Agreement or attached to the contract. ALL food vendors must submit menu for review with contract- **NO EXCEPTIONS.** Merchandise and food Items not listed cannot be sold or displayed. Vendor is prohibited from selling any T-shirts, caps and/or any item bearing Set Apart Farms logo, the Pasadena Livestock Show & Rodeo logo, and the MRCA logo. Booths will be monitored for compliance. Failure to comply will result in immediate eviction and forfeiture of all fees paid. **NO EXHIBITOR MAY SELL OR GIVE AWAY HOVERBOARDS, UNMANNED AIRCRAFT SYSTEMS, TASERS, GUNS, KNIVES, WEAPONS, DRUGS, DRUG PARAPHENALIA, FIRECRACKERS, SMOKE BOMBS, STINK BOMBS, ALCOHOLIC BEVERAGES OR ANY ITEMS DEEMED UNDESIRABLE OR UNSAFE BY PLSR. ABSOLUTELY NO LIVE ANIMALS!** Set Apart Farms 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 SAF.

Food Permit: All food vendors are required to have a Food Permit, including pre-packaged and sample food. All food vendors must complete the temporary food permit included within the Vendor packet and sent to the City of Pasadena Health Department along with payment. The City of Pasadena Health Department Inspectors will be on site for final inspection. Vendors must be present and ready for inspection, as follows: Friday June 3rd at 12pm. If you have questions, contact the City of Pasadena Health Department at (713) 475-5529.

Booth Furniture: Tables and chairs will not be provided by SAF. All Vendors must furnish their own booth furniture and décor. All booth space must be soundly constructed, and all obstructions must be clearly marked, and cords secured for safety.

Release of Liability: Vendor agrees to uphold and abide by the rules and regulations of Set Apart Farms and the City of Pasadena with regards to the use of the Municipal Fairgrounds and Convention Center, including such rules and regulations governing the entrance into, passageways across and parking upon said property. It is hereby understood and agreed that SAF 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 Vendor, its agents and/or employees, is using said property in enjoyment of the privilege afforded Vendor under this lease agreement; regardless of how such loss, damage or injury is occasioned and by whom. It is further agreed by and between SAF and Vendor, that Vendor will protect, indemnify SAF and the City of Pasadena 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 SAF, brought by anyone as a result of action or inaction of Vendor, either solely or in conjunction with SAF or anyone else. Any policy change or rule interpretation can be made at the discretion of SAF with approval of the President. SAF has the right to refuse contract.

Set-Up: All Vendors must check-in with SAF Vendor Committee representative prior to set-up. Vendor booth space will be clearly marked with Vendor name prior to move-in. Vendors will be allowed to begin set-up during the following times: Thursday June 2nd 10am – 6pm, Friday June 3rd 8am – 11am. All Vendors must be set-up and ready for business by 2pm Friday June 3rd.

Tear Down: Vendors may begin tear down at 1am Sunday June 5th. These times may be adjusted at the discretion of the Vendor Committee. All Vendor property must be removed from the premises Sunday June 5th by 3pm. **VENDORS WILL NOT BE PERMITTED TO LOAD OUT EARLY.**

Vendor Conduct: Vendor is responsible for its vehicle activity, including damage to vehicles and providing the necessary personnel to oversee and control vehicle ingress/egress and parking. Vendor shall ensure its services and booth area are always clean and void of litter and refuse during and after the event. Vendor is responsible for the costs of replacement and/or repair for any damage to property of the City of Pasadena which may occur related to Vendor services and activities, including setup and takedown. Vendor agrees that it shall be solely responsible for protecting the general public or invitees of licenses using its facilities from loss or damage to persons or property occasioned by Vendor services or activities or Vendor's occupancy and use of the facilities.

Miscellaneous: Vendor will be given two (2) parking passes and four (4) event entry ribbons per booth. Additional parking passes and ribbons may be available at the discretion of the Vendor Committee Director and Community Relations Director. Designated Vendor parking area will be provided and limited to those with a parking pass displayed on their vehicle. Vendor parking area gate on Red Bluff Road will close at 7pm and reopen at 10pm nightly during the event. Vendors needing to leave early must park in other than designated vendor parking. Vendors not requiring mid-way access may restock booths daily until 30 minutes before the above stated show hours. All vehicles must be removed from the mid-way 2 hours prior to show opening hours. Vendors must be open and ready for business by listed show times. Booths must be manned at all times. Failure to open may result in eviction and forfeiture of all fees paid. Vendor will pay for all Worker's Compensation, FICA or withholding taxes for any and all employees or agents that work in their booths. All taxes are the sole responsibility of the Vendor. Refunds will not be given after April 15, 2022. Set Apart Farms reserves the right to relocate Vendors for the maximum benefit of safety, the event, and its visitors.

Vendor Contract: Vendor contract can be filled out electronically or by hand. Please email completed electronic contracts to info@setapartfarms.org and completed handwritten contracts may be mailed to: Set Apart Farms
PO Box 580333
Houston, Texas 77258.

*Reason for payment waiver: _____