



**Thursday, October 11 – Sunday, October 14, 2018**

PRODUCED BY THE ITALIAN CULTURAL & COMMUNITY CENTER

Contact us at: [info@HoustonItalianFestival.com](mailto:info@HoustonItalianFestival.com) | [www.HoustonItalianFestival.com](http://www.HoustonItalianFestival.com)

The Italian Cultural & Community Center of Houston, a 501(c)(3) non-profit organization produces the *Houston Italian Festival*. The *Houston Italian Festival* gives back to Houston and its surrounding areas while offering a unique opportunity for businesses to introduce their special products and services to an audience of all ages, and at the same time are included among those actively supporting the cultural diversity of this great city.



**When:** Thursday, October 11, 2018 5:00 pm – 10:00pm  
 Friday, October 12, 2018 11:00 am – 10:00 pm  
 Saturday, October 13, 2018 11:00 am – 10:00 pm  
 Sunday, October 14, 2018 11:00 am – 06:00 pm

**Where:** On the grounds of the University of St. Thomas  
 3800 Montrose Blvd. - Houston, Texas 77006

**Information:**  
 Contact the Executive Director, Ray Miller: 713-524-4222 x3  
 Italian Cultural & Community Center of Houston  
 1101 Milford, Houston Texas 77006

**Benefiting:**

- **Italian Cultural & Community Center** ([www.iccchouston.com](http://www.iccchouston.com)) – which supports multiple college scholarship programs, the ICCC Italian Language School, the ICCC lecture series, Italian movie series and other learning events offered to promote *Bringing Culture to Life* to the Houston community.
- **University of St. Thomas Scholarship Fund** ([www.stthom.edu](http://www.stthom.edu)) - Founded in 1947 by the Basilian Fathers, the University of St. Thomas offers a Catholic liberal arts education for a lifetime of opportunities and challenges. Students can choose from 32 undergraduate and 10 graduate degree programs. The University's proximity to downtown and the Texas Medical Center enhances opportunities for internship and networking experiences. Liberal arts degrees provide invaluable training to a wide range of careers including business, teaching, health, communication, law, the arts and many others. Learn more at ShineATust.com.
- **Charity Guild of Women** ([www.charityguildshop.org](http://www.charityguildshop.org)) - The mission of the Guild is the sanctification of its members under the patronage of the Immaculate Heart of Mary through the practice of the spiritual and corporal works of mercy and the practice of charity by rendering assistance to children of need in the Greater Houston Area, regardless of race or creed.
- **Monarch School** ([www.monarchschoool.org](http://www.monarchschoool.org)) - The Monarch School is dedicated to providing an innovative, therapeutic education for individuals with neurological differences. Monarch offers a learner-centered approach that helps students progress in Four Core Goal areas critical for development. The Monarch School is *shaping lives from the inside out™*.
- **Reach Unlimited** ([www.reachunlimited.org](http://www.reachunlimited.org)) - Reach Unlimited is dedicated to providing quality support services for people with intellectual and developmental disabilities. A certified Home and Community-Based Service (HCS) provider, Reach provides a wide range of services to people who live at home, with guardians, and in group home settings.

# EXIBITOR APPLICATION – HOUSTON ITALIAN FESTIVAL

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Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone-Business: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_ Special Electrical Needs: \_\_\_\_\_  
 Type of product or service (specify): \_\_\_\_\_

<u>COMMERCIAL SPACE</u>	<u>ARTS/CRAFTS SPACE</u>
<p>This space is for those who offer for sale or distribution to the public goods or services that can regularly be found to purchase at the Exhibitor’s store or business location. This Exhibitor type can best be described as one that has a storefront.</p> <p><b>FEES:</b>                      10’x10’ Booth Space = \$1,200- <i>discounted to \$1,100 if paid on or before Aug 15<sup>th</sup></i>                      10’x20’ Booth Space = \$1,600 - <i>discounted to \$1,500 if paid on or before Aug 15<sup>th</sup></i>                      Table Rental = \$25 <b>each per day</b>                      Chair Rental = \$10 <b>each per day</b>                      Link to Exhibitor website from festival site = <b>\$50</b></p> <p style="text-align: center;">Website: _____</p> <p><b>TOTAL AMOUNT OWED:</b></p> <p>One 10’x10’ Booth Space = \$ _____                      One 10’x20’ Booth Space = \$ _____                      Table Rental: ___ # of tables x ___ # of days x \$25 = \$ _____                      Chair Rental: ___ # of chairs x ___ # of days x \$10 = \$ _____                      Link to Exhibitor website = \$ _____</p> <p style="text-align: center;"><b>TOTAL BALANCE DUE: \$ _____</b></p>	<p>This space is for those who offer for sale or distribution to the public goods or services whereby the Exhibitor does not maintain a formal retail storefront or business location. This Exhibitor type can best be described as one that does NOT have a storefront.</p> <p><b>FEES:</b>                      10’x10’ Booth Space = \$600 - <i>discounted to \$500 if paid on or before Aug 15<sup>th</sup></i>                      10’x20’ Booth Space = \$900 - <i>discounted to \$800 if paid on or before Aug 15<sup>th</sup></i>                      Table Rental = \$25 <b>each per day</b>                      Chair Rental = \$10 <b>each per day</b>                      Link to Exhibitor website from festival site = <b>\$50</b></p> <p style="text-align: center;">Website: _____</p> <p><b>TOTAL AMOUNT OWED:</b></p> <p>One 10’x10’ Booth Space = \$ _____                      One 10’x20’ Booth Space = \$ _____                      Table Rental: ___ # of tables x ___ # of days x \$25 = \$ _____                      Chair Rental: ___ # of chairs x ___ # of days x \$10 = \$ _____                      Link to Exhibitor website = \$ _____</p> <p style="text-align: center;"><b>TOTAL BALANCE DUE: \$ _____</b></p>
<p><b>The festival layout will be designed in a manner which best serves the interest of the Houston Italian Festival. Specific location requests will be considered but <u>no guarantee of location is given.</u></b></p>	

**Contract & Release:**

1. **No refunds for Exhibitor withdrawal.** No refunds in the event of inclement weather or cancellation of the festival due to circumstances beyond the control of the Houston Italian Festival.
2. Exhibitor retains 100% of proceeds from his/her sale.
3. 10x10 space only provided - Exhibitor must provide his or her own equipment, tables (available to rent), chairs (available to rent), tents, canopies, and lighting (***the event is occurring OUTSIDE and on the GRASS.***)
4. In compliance with Harris County Fire Code, all tents and canopies or any other tent-like structure must be fire resistant and contain a registered flame retardant seal.
5. Exhibitor must obtain approval of the Houston Italian Festival in advance for all displays and booth content. New Exhibitors should include photo/slides with application.
6. No stakes may be driven into asphalt, sidewalks or yards. Exhibitor furnishes own display, which must be sturdy enough to withstand crowds and weather.
7. **No prepared food or drinks may be sold, sampled, or given away from the booth.** If interested please inquire about our “Market Exhibitor” application.
8. **No music can be played in your booth as to not to disturb other exhibitors. Exhibitors who ignore this will be asked to leave and NO REFUND will be given.**
9. The Houston Italian Festival and/or The Italian Cultural & Community Center of Houston assume no risk. By accepting this agreement, the Exhibitor releases all parties mentioned above from any and all liability for any damage, injury, or loss to any person or goods from rental of this space.
10. Electricity is furnished at no cost to the Exhibitor – one 110 outlet per booth. If other special electricity is needed the Exhibitor may incur additional costs depending on need.
11. Exhibitor is responsible for delivery, handling, assembling, and removal of displays and materials. ***No vehicles will be allowed to enter the campus for product delivery. Exhibitors will have to use a non-motorized cart to transport products and materials to their booth from their vehicles.***
12. Exhibitor will have appropriate licenses/permits for operation and sale of goods and is responsible for collecting and reporting sales tax as required by law (8.25%).
13. Exhibitor must post return or exchange policy.
14. Exhibitor desiring to make use of the names Houston Italian Festival, the Italian Cultural & Community Center of Houston, in connection with their own business, must have written permission from the Italian Cultural & Community Center of Houston.
15. Exhibitor will be given 4 admission wristbands per day.

Authorized by - Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_