



Thursday, October 11 – Sunday, October 14, 2018

PRODUCED BY THE ITALIAN CULTURAL & COMMUNITY CENTER

Contact us at: info@HoustonItalianFestival.com | 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) – 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) - 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) - 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.monarchschooll.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*TM.
- **Reach Unlimited** (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.

MARKET 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: _____

This space is for those who offer for sale packaged food products. **No food prepared on site or drinks, including but not limited to wine, beer or other alcoholic and non-alcoholic beverages, no foods that have to be kept at specific temperature** are allowed to be sold at the festival but orders may be taken for delivery to customer at a later date. All Market Exhibitor booths that are selling on-site **must** have a health permit and **must** have “cleanable flooring” in their booth. These rules are by order of the City of Houston Health Department. **The Festival MUST provide all permits and tent and flooring. NO SAMPLING is allowed in booth unless authorized by the Festival. Sampling eligibility on a case by case basis.**

BOOTH SPACE FEES:

(note: additional cost of permit, tent and tent accessories **not** included below)

10'x10' Space = \$1,600 - *discounted to \$1,500 if paid on or before Aug 15th*

10'x20' Space = \$2,300 - *discounted to \$2,200 if paid on or before Aug 15th*

OTHER FEES (optional):

Link to Exhibitor website from festival site = \$50

Website: _____

TOTAL AMOUNT OWED:

One 10'x10' Booth Space = \$ _____

10'x10' tent, flooring, 3-tent walls, lights and 2 tables (\$400) = \$ _____

One 10'x20' Booth Space = \$ _____

10'x20' tent, flooring, 3-tent walls, lights and 4 tables (\$700) = \$ _____

4-day Health Permit (plus handling fee) = \$ 300

Link to Exhibitor website (\$50) = \$ _____

TOTAL BALANCE DUE: \$ _____

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 no guarantee of location is given.

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. Exhibitor must provide his or her own equipment – tables and chairs are available for rent.
4. 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.
5. No stakes may be driven into asphalt, sidewalks or yards. Exhibitor furnishes own display, which must be sturdy enough to withstand crowds and weather.
6. **No food prepared onsite or drinks, no packaged beverages (wine, beer and other alcoholic and non-alcoholic beverages); no foods that have to be kept at specific temperature.**
7. **No Sampling is allowed in the booth, unless specifically authorized by the Festival. Upon authorization specific regulations may be required. If these regulations are broken during the festival the Exhibitor may be asked to leave with no refund on booth space.**
8. **No music can be played in your booth so as 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.
16. This agreement is **NOT** an exclusive product agreement.

Authorized by - Signature/Title: _____

Date: _____

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Company Name: _____

For the Health Department Permit the following information must be provided

List all food, both solids and liquids that will be sold at the Festival:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Where do you buy your food supplies (including packaged products and ingredients for products to be prepared) - Name and Address required:

1.
2.
3.
4.
5.
6.
7.
8.

All foods MUST be prepared at Health Department approved sites. List the name and address of the facilities:

1.
2.
3.
4.

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SAMPLING AUTHORIZATION REQUEST

Company Name: _____

Requested Product Sample	How Sampled? (sample size/container size, how sample will be presented to customer)	Festival Authorized (yes/no)
1.		
2.		
3.		
4.		
5.		

I understand that if the Festival authorizes the sampling of any or all the above mentioned products that I must follow all regulations specified by the Festival. I understand that I will need to supply my own washing station, that my workers will need to wear gloves and hats, and that the festival attendees cannot “serve themselves” as required by the City of Houston Health Department. I understand that I must keep my booth clean and sanitary.

I understand that if I am found to be sampling any products not authorized by the Festival, if the sampling size I am giving out is different than the sampling sized authorize by the Festival, or if I am found to not be in compliance with City of Houston Health Department regulations, that I may be asked to leave the festival without refund of the monies paid for this exhibitor space.

Authorized by - Signature/Title: _____ Date: _____

SAMPLING AUTHORIZATION APPROVAL

The items marked above have been approved/not approved for sampling. If an item is approved but with special requirement it will be noted below:

Special Requirement:

Authorization of Festival: _____ Date: _____