



**Thursday, October 8 – Sunday, October 11, 2020**

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 8, 2020	5:00 pm – 10:00 pm
Friday, October 9, 2020	11:00 am – 10:00 pm
Saturday, October 10, 2020	11:00 am – 10:00 pm
Sunday, October 11, 2020	11:00 am – 4:00 pm

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

**Information:**

Contact the Business Director, Alessandra Pistone: 713-524-4222 x6  
Italian Cultural & Community Center of Houston  
1101 Milford, Houston Texas 77006

**Benefiting:**

- **Italian Cultural & Community Center** ([www.icchouston.com](http://www.icchouston.com)) – which supports multiple college scholarship programs, the ICC Italian Language School, the ICC 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 offers a Catholic liberal arts education for a lifetime of opportunities and challenges. For more than 70 years, the University has been graduating students into successful careers in medicine, education, business, public administration and more. The campus located in Houston's Museum District and Innovation Corridor, a diverse and vibrant urban environment with professional opportunities. Just **steps from downtown** and the famed Texas Medical Center where many students perform prestigious internships.
- **Monarch School** ([www.monarchschool.org](http://www.monarchschool.org)) - The Monarch School is dedicated to providing an innovative, therapeutic education for individuals with neurological differences. Monarch School impacts the future of our learners by providing opportunities to identify and access their strengths and talents in order to develop and maintain relationships, be contributing members of society, and to venture out into the world with permission to be themselves, confident and with a sense of purpose.

# 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 and Chairs must be provided by the Exhibitor                      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 = \$ _____                      Link to Exhibitor website = \$ _____</p> <p style="text-align: center;"><b>TOTAL BALANCE DUE: \$ _____</b></p> <p style="text-align: center;"><b>PLEASE NOTE BOOTH SPACE WILL BE STRICTLY ENFORCED DURING THE FESTIVAL</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 and Chairs must be provided by the Exhibitor                      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 = \$ _____                      Link to Exhibitor website = \$ _____</p> <p style="text-align: center;"><b>TOTAL BALANCE DUE: \$ _____</b></p> <p style="text-align: center;"><b>PLEASE NOTE BOOTH SPACE WILL BE STRICTLY ENFORCED DURING THE FESTIVAL</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 or 10x20 space only provided - Exhibitor must provide his or her own equipment, tables, chairs, tents, canopies, and lighting (*the event is occurring OUTSIDE and, on the GRASS.*). PLEASE NOTE BOOTH SPACE WILL BE STRICTLY ENFORCED DURING THE FESTIVAL
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.
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: \_\_\_\_\_