Vendor Information

The event is scheduled for Saturday, **April 25, 2020**.

Please see both vendor booth types below to determine which fits your needs best.

- **Fun Booths** are for agencies, organizations, businesses who want to establish or perpetuate market presence. You **MUST** have an interactive activity/game with a prize. You can give out a pamphlet only. You **CANNOT** sell, schedule appointments, or solicit people to your business. There is **$25 refundable fee** for a Fun Booth.

- **Retail Booths** are for selling things, or if you only want to give out information, schedule appointments, or solicit business. Of course you can also have an interactive activity/game because that’s what will drive families to visit your booth. **$100 Fee**

**Returning 2019 vendors have first right of refusal through February 1st.** If you are interested in returning, be sure to fill out the application via the link on the website right away. Don’t delay! Please be sure to read through the vendor agreement to ensure you can meet the vendor guidelines. Please take note of the “force majeure” policy and refund deadlines. For direct sales vendors, ex. Scentsy, Origami Owl, etc, please be sure to secure your spot before February 1st. Also, we ask that you please describe your booth activities the best you can. All activities must fit within the 10x10 space per vendor. Some booth activities that are duplicated will need to limited. The more info we have will help us when booths get assigned their placement and help drive everyone’s success that day.

**The application deadline for all vendors is April 3rd.** Please share this opportunity with fellow businesses and organizations, as this is an excellent opportunity for everyone to get involved and experience Conroe KidzFest.
KidzFest Vendor Booth Agreement Details

- **Festival hours- 10am to 5pm.** Booth will be “manned” and operational during the festival hours; failure to comply will forfeit your deposit (fun booths)* and affect your opportunity to participate in future city events.
- **“Force Majeure” policy in effect.** Refunds will only be given for electricity fees.
- **Location requests will be considered first for returning vendors, second for new vendors.** Placement is at the discretion of the festival.
- **Booth Set Up-** Unloading of bulk supplies (tables, chairs, tents, supplies, etc.) will be on Friday 5:30-8pm; or on Saturday morning 7am-8:30am. All vehicles must exit the festival area by 8:30am. **Booth set up must be completed by 9:30am.**
- **Booth give-away or retail consumables** must not conflict or duplicate consumable products available through Food/Retail Vendors.
- **Booth breakdown-** begins at 5:15pm. No vehicles will be permitted inside the festival area until 5:30pm.
- Vendors may not use fireworks, toy guns, silly string, poppers, sparklers or other explosive items.
- **Vendors are responsible for containing and disposing their trash,** leaving their site free of debris at the end of the event.
- **First come, first served-** Booth space applications are accepted and assigned on a first come, first served basis. Festival organizers will place vendors in the best interest of the festival.
- **No strolling vendors allowed-** All participants must occupy the space assigned during the event.
- **Booth activities** must remain within the confines of your 10x10 booth space. Activities may not stretch across walking pathways or interfere with other booths and or traffic flow of festival goers.
- **Liability-** City of Conroe, staff, and volunteers assume no liability for any loss, financial or otherwise, due to the operation of a vendor booth; and make no guarantee with regards to the number of anticipated or actual participants at the event; and assume no responsibility for theft, damages, or injury before, during, or after any aspect of the event.
- **48 hour advance notification-** Vendors agree to notify the Vendor Coordinator within 48 hours of the festival date if unable to participate in the event via email to sbarcenas@cityofconroe.org and via telephone at 936-522-3901. No refunds.
- **Cancellations-** no refunds will be given after April 11th.
- **Late Arrival/Early Departure:** Vendors will not be allowed to unload or pickup at a gate or entrance. This causes unnecessary congestion.
- **Late Registrations:** Late registrants may not make it into printed materials or the app if registration not completed before deadline.
- **Remind Updates:** text the message @kidzfest to the number 81010 for updates before and during the event. Sign up as “parent.”
- **Weather-** The event shall be considered a “go” until weather conditions predicate cancellation for safety and/or comfort; conditions may include but are not limited to high winds, lightening, heavy rain, and hail. No refunds for cancellations once the event has started. Be prepared to have proper tie downs for your tent/booth.
- **Rules and Policies-** Failure to comply with the rules and policies set forth in this vendor agreement will affect your opportunity to participate in future city events.

**Family Event-** This event is intended for families and individuals to have a day of fun; the City, staff, and event organizers retain the right to reject applications for any vendor who proposes to engage in any type of activity considered to be offensive, immoral, or unethical through any displays of graphics, written word, music, or otherwise; The City, staff, and event organizers reserve the right to close down any vendor who engages in any type of activity considered to be offensive, immoral, or unethical through any displays of graphics, written word, music, or otherwise. No refunds.