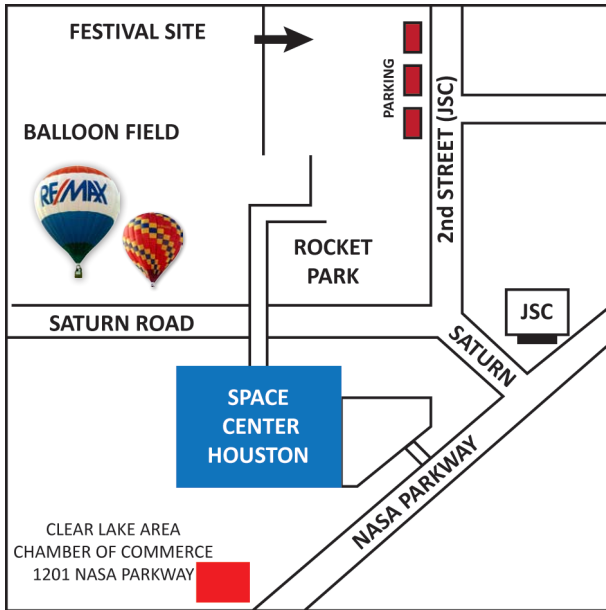




**RE/MAX BALLUNAR LIFTOFF FESTIVAL** takes place at **NASA/Johnson Space Center**, located off NASA Parkway at Saturn Lane, in the Clear Lake Area, between Houston and Galveston, Texas.



For more information contact

**Sunya Fitz**

281-488-7676 | [sunny@clearlakearea.com](mailto:sunny@clearlakearea.com)

Presented by The City of Nassau Bay  
[www.ballunarfestival.com](http://www.ballunarfestival.com)  
 1201 NASA Parkway  
 Houston, TX 77058



# 2011 VENDOR CONTRACT



**OCTOBER 21<sup>ST</sup>-23<sup>RD</sup>**

## RE/MAX® Ballunar Liftoff Festival

The 2011 RE/MAX® Ballunar Liftoff Festival will feature hot air balloon competitions, evening balloon glows, skydiving exhibitions, commercial exhibits, concession booths, arts & crafts exhibits, entertainment and various aviation equipment displays. Starting, Friday, October 21st through Sunday, October 23rd, Johnson Space Center will be transformed into the RE/MAX® Ballunar Liftoff Festival site.

## Vendors

### Rules and Regulations:

NEW exhibitors must submit 3 photos of items. The vendor(s) must be present during the festival. No pets will be allowed on festival grounds.

### Festival Times:

Exhibitors are to remain open for business during all festival hours starting Friday evening.

<b>Friday, October 21st</b>	<b>6:00 p.m. - 10:00 p.m.</b>
<b>Saturday, October 22nd</b>	<b>6:30 a.m. - 10:00 p.m.</b>
<b>Sunday, October 23rd</b>	<b>6:30 a.m. - Noon</b>

## Set-up

1. A Parking Permit will be mailed to approved exhibitors prior to the festival. All vendors will receive credentials (wristbands) upon arrival at set-up.
2. Set-up begins at 8:00 a.m. and MUST be completed by 5:00 p.m. Friday.
3. All vehicles MUST be out of the festival area by 5:00 p.m. Friday and may not enter before 12:00 p.m. (noon) Sunday.

## Exhibitor Parking

The exhibitor parking area is available to exhibitors with a badge ONLY, at no charge.

## Lighting & Electricity

Only one (1) 20 amp circuitry with 110 plug for a fan and booth lighting is provided.

## Clean-up

All exhibitors are required to leave their spaces clean and undamaged at the end of the festival. No booth will be disassembled until the close of the festival and the public has left the area.

## Sales Tax

Exhibitors are responsible for collecting and reporting their own sales tax.

## Registration Deadline

Application and fee MUST be received by the Festival no later than **October 10, 2011**. Late applications will be accepted on a stand-by basis with an additional fee of \$25. Only money orders, cashiers checks or cash will be accepted after October 10, 2011. Any refunds prior to that MUST be requested in writing. There will be a \$10 service charge deducted from any refunds. There will be a \$20 service charge on any checks returned due to insufficient funds. Refunds will not be given to "no shows." There will be no refunds for rain; and no rain dates are available.

## Display

Vendors must provide their own tents, displays, tables, chairs and back walls. Keep excess merchandise out of open view (in boxes under tables or in vehicles.)

## Tent Tie-Down

All vendors must secure their tents, awnings and other display items against the wind. All upright poles and tie-downs must each be secured with at least 25 lbs. Exhibitors are responsible for any damage caused by their items to other exhibitors' merchandise and/or to the customers. DO NOT damage the grounds in any way.

## Food

There will be NO UNAUTHORIZED FOOD OR BEVERAGE SALES.

## Security

Security will be provided by Johnson Space Center. You may leave your tents and awnings up and your display items on site. Ballunar Liftoff Festival, Inc., CLACC, SCH and NASA/JSC will not be responsible if anything is lost or stolen.

## Festival Contact

Sunya Fitz  
281-488-7676  
sunny@clearlakearea.com

## VENDOR CONTRACT BALLUNAR LIFTOFF FESTIVAL , INC. October 21-23, 2011

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone (include area code): \_\_\_\_\_

E-mail: \_\_\_\_\_

Items to be sold (NEW vendors must also submit 3 photos)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Each Booth is a 12' x 12' space at \$200, including electricity.  
(After October 10, 2011: \$225)**

Number of Booths (\$200 each): \_\_\_\_\_

Type of Electrical Equipment: \_\_\_\_\_

Total Payment to Ballunar Liftoff Festival, Inc. : \_\_\_\_\_

I have read and agree to comply with all rules and regulations attached to this contract. I understand there will be no refunds given unless requested in writing by October 10 2011, and there will be no refunds for rain; and no rain dates are available. No checks accepted after October 10 2011. I understand that Ballunar Liftoff Festival, Inc. reserves the right to jury any items and/or any discrepancies. I, nor anyone associated with my booth, will hold Ballunar Liftoff Festival, Inc., CLACC, SCH, NASA/JSC or any of its employees or associates responsible for any property damage to and/or bodily injury or damage to personal property enroute to, during or after the show.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Mail contract and payment to:

Ballunar Liftoff Festival, Inc.  
1201 NASA Parkway, Houston, TX 77058

PO # \_\_\_\_\_  Check # \_\_\_\_\_  Cash