



Port O'Connor Community Center  
3674 Adams Ave.  
Port O'Connor, TX 77982  
361-983-2898

**VENDOR AGREEMENT**

**DEADLINE – August 15, 2023 OR until all spots are filled.**

**Any applications postmarked after August 15th will be charged a late fee, IF space is available.**

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

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

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Numbers:** \_\_\_\_\_ **cell** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**State Sales Tax Permit No.:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_

**Detailed description of Products to be sold: (please attach photos or brochures)**

\_\_\_\_\_  
\_\_\_\_\_

Current POC Chamber Members- Free	Non Chamber Members- \$200	Food trailers- \$200
Please specify requested space _____ 12' x 12' space under pavilion _____ 20' x 20' space open field		
Vendor will provide their own display, awning, tables, generators, etc. There will be no electricity available.		
Total # of Booths Requested: _____	Total: \$ _____	

Waiver: The Port O'Connor Chamber of Commerce reserves the right to refuse any vendor application, should this occur, the fee will be refunded. The Vendor shall defend, save and hold harmless the Port O'Connor Chamber of Commerce, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. All vendors must make provisions for safeguarding their goods. Vendor assumes full liability for protecting, care and maintenance of vendor's property. Please sign to acknowledge that you have read all of the information, and agree to be bound by this contract. A signed copy of the Vendor terms & Conditions (attached) should accompany this agreement.

Spaces **will not** be reserved until your signed agreement and fee is received by due date. Checks should be made payable Port O'Connor Chamber of Commerce, and remitted to the **Port O'Connor Chamber of Commerce, P.O. Box 701, Port O'Connor, TX 77982**. For additional information, please call 361-983-2898 or email [boatshow@portoconnorchamber.com](mailto:boatshow@portoconnorchamber.com).

## VENDOR TERMS & CONDITIONS

To ensure the integrity of our Vendor participation, the Port O'Connor Chamber of Commerce has adopted **Vendor Terms & Conditions** for this event. All vendors participating in the show agree to abide by the **Vendor Terms & Conditions** as set forth below. Vendors not following these guidelines may be excluded from participating in future shows.

- Booths are 12' x 12' under the pavilion or 20' x 20' in the open field. The application accompanied by the full payment of rental fees constitute a non-refundable contract for the right to use the space.
- All applications must be postmarked by August 15, 2023. Any applications accepted thereafter, if space is available, will be charged a late fee. (\$100 for current members and \$300 for non-Chamber members),
- All items must be pre-approved by the Port O'Connor Chamber of Commerce. Any item deemed hazardous to others is prohibited. The Chamber of Commerce will have sole discretion as to what may be considered hazardous or dangerous.
- All display materials, tables, chairs, canopies, etc. are the responsibility of the vendor and must be kept within your paid perimeters.
- No additional vehicles/trailers/UTV's may be kept within the designated booth area, unless it is used in the course of the sale.
- There will be no electricity available.
- The Port O'Connor Chamber is NOT responsible for any items left unattended.
- All Vendors are responsible for and reporting all sales tax. The State Comptroller of Public Accountants requires that you have a sales tax permit, and that you pay sales tax. Be sure to include your number on the application.
- All vendors agree to having their pictures shared on social media for advertisement of the event.
- Food Booths MUST follow Health Department rules/guidelines. A copy of these rules will be emailed/mailed to the vendor upon acceptance to participate. There is no fee to the vendor for the Health Department inspection. Inspection must be completed before vendor may open for business.
- **No Alcoholic Beverages may be sold by Vendors unless prior approval by the Port O'Connor Chamber and TABC.**

Set-up: Vendors will be allowed to begin setting up between 1:00 pm and 7:00 pm on Thursday and between 7:00 am and 11:00 am on Friday, October 6, 2023. Spaces will be assigned by the Port O'Connor Chamber of Commerce. All booths must be set up and ready to open by 1:00 pm. All vehicles must be removed by that time.

Tear Down:

- Due to the traffic and safety of all involved, there will absolutely be **no personal vehicles allowed in the public event areas until the event is over each day**. All Vendors are responsible for leaving their space clean and undamaged at the end of the event. All trash, including empty boxes and packing materials, must be removed from the property by the vendor.

Members of the Committee reserve the right to ask any exhibitor and/or anyone in their party to leave if any of the above rules are not followed.

Completing this form indicates that you understand and agree to follow all terms stated above.

**VENDORS NOT FOLLOWING THESE GUIDELINES MAY BE EXCLUDED FROM PARTICIPATING IN FUTURE SHOWS.**

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Vendor

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Date