

## 2017 LUNAR NEW YEAR FESTIVAL

### Saturday, January 28, 2017, 10:00AM – 4:00PM

#### BOOTH & VENDOR APPLICATION / AGREEMENT

Company/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Ph./Cell: \_\_\_\_\_

Please check the appropriate box for the Asian Bazaar:

**LOCAL BUSINESS BOOTH (No Sales)                      \$500**

*(10'x10' Tent, includes 1 Table & 2 Chairs) \* Complimentary if you are a sponsor of the festival\**

**FOOD & DRINK SALES BOOTH                                      \$450**

*(Booth includes one 10'x10' tent, two 8' tables & two chairs)*

*\*Food vendors also need to submit an extra of \$80 for a food permit issued by City of Houston*

**GENERAL SALES BOOTH    \$350**

Clothes       Arts & Craft Sales       Other: \_\_\_\_\_

**NONPROFIT AGENCY BOOTH (No Sales)                      \$ 150**

*(5' x 10' booth, includes 2 chairs)*

Non-profit Community Organization       Community Information       Cultural Arts Demonstrations  
 Art Exhibit       Asian Heritage Discovery Exhibit       Other: \_\_\_\_\_

*Please make checks payable to: **Chinese Community Center**. 9800 Town Park Drive Houston, TX 77036*

No. OF BOOTH: \_\_\_\_\_ BOOTH FEE: \$ \_\_\_\_\_ No. OF EXTRA TABLE (\$20/8' table): \_\_\_\_\_

TOTAL DUE: \$ \_\_\_\_\_ TOTAL ENCLOSED: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_

**SUMMIT AGREEMENT & PAYMENT by Wednesday December 28, 2016****\*\*SPACE IS LIMITED, FIRST COME FIRST SERVE\*\***

By signature of this Agreement, \_\_\_\_\_ (Applicant) acknowledges to have received, read and fully understands the enclosed Rules and Regulations set forth by Chinese Community Center and will abide by them in whole and in part. It is understood and agreed that Chinese Community Center shall have no responsibility for the safekeeping of, damage to, or loss of any personal property under the control of the Applicant. Applicant assumes full responsibility for the safety of such property and the risk of all losses and damages that may occur as a result of any damage to or loss of such personal property.

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

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

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**VENDORS AND EXHIBITORS ELECTRICAL REQUIREMENTS**

**Without this form, your Booth cannot be supplied with POWER!**

Company/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Ph./Cell: \_\_\_\_\_

Will your booth require electricity? \_\_\_\_Yes \_\_\_\_No

*Please be sure to bring your own extension cords (must be UL-approved, 3-prong grounded cords)*

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**LIST ALL POSSIBLE EQUIPMENT TO BE USED – i.e. Fryers, Warmer, Heat Lamps, Refrigerators, CD Players, etc.**

Electronic Equipment 1

Phase 120 Watts: \_\_\_\_\_

Electronic Equipment 2

Phase 120 Watts: \_\_\_\_\_

Electronic Equipment 3

Phase 120 Watts: \_\_\_\_\_

**\*Important Notice: Each vendor is provided with up to 1000 watt of electricity use. Exceeding the power limit will cause electricity outage for your booth.**

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**Chinese Community Center will provide each covered 10' x 10' booth with the following:**

- Booth construction
- Insurance
- Security
- Area and booth lighting, where required
- 1 table and 2 chairs
- Access to water
- Electricity
- Publicity, promotion Costs of Permits  
(City, Health & Parks Departments)

**Food Booth participants will provide the following:**

- Your own signage: name of booth, menu, prices, etc.
- Your own cooking equipment
- UL-approved extension cords (grounded, 3-prong)
- Required Health Department, sanitation items:  
Hairnets or hats, gloves, three 5-gallon buckets with covers (to wash, to rinse, to sanitize)

**IMPORTANT: FOOD VENDOR RULES & REGULATIONS**

Health Department Regulations regarding requirements for passing our health department inspection are listed on this form. Please review them carefully and **please adhere STRICTLY to these regulations!** If any booth is found not to be in compliance, a Health Permit will not be issued and you will not be able to participate as a food vendor in the festival. In other words, **failure to comply with all Health Department requirements will result in the Health Department shutting down your booth. NO EXCEPTIONS!**

1. **APPLICATION:** Each food vendor must complete the enclosed Health Permit Application. Please be aware that the Festival will process your individual applications for the Health Dept. and will submit all Health Permit application must stipulate the name of a food establishment where the food to be served will be prepared. If you have any questions regarding the above, please contact **Rachel Peng at 713-271-6100 x 202.**
2. **INSPECTION:** A Health Department Inspector will inspect our operation on the day of the festival. The Festival suggests you designate one person to show him/her around your booth and answer any questions he/she may have. The temperature of the food; the cleanliness of our booths; booth flooring; your 5 gallon buckets of water to wash, rinse and sanitize; your head coverings; and, gloves will all be checked by the city inspector.
3. **BOOTH SIGNAGE:** Make computer printed name sign (max -8'x2') to identify your booth, that you can hang across the top of your booth. MENU SIGNS with prices should be narrow in width (1foot) and longer in length to tape to the side supports of your booth. You may want to have the capability to change your menu prices on site, so bring signage supplies with you.

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