

Mission Lions Club

1st Annual Mud Volleyball 2013

Vendor Information, Policies and Procedures

Your signature on this 2 page application indicates understanding and acceptance of the following policies and procedures:

GENERAL EVENT INFORMATION

Date: Saturday, June 8, 2013
Place: 4 ³/₄ Mile N. Conway, Alton, TX (east side)
Setup/Unload Time: June 7 (preferred), 1 p.m. - 6:30 p.m. or June 8, 6 a.m.- 7:45 a.m.
Tear Down Time: June 8 after 8:30 p.m., or June 9 from 8:00 a.m. – 12:00 p.m.

PRE-EVENT VENDOR INFORMATION

- Each vendor must submit a signed event application no later than June 1, 2013.
- Only non-profit groups and organizations are eligible to be vendors.
- Since we are striving to guarantee exclusivity among our vendors, all vendors must list the items or services they intend to sell or offer at the event and the hours they plan on offering their items and/or services on the vendor application form.
- Once a vendor has been given the exclusive right to offer specific items being sold or services being offered and once their hours of operation have been approved they are not allowed to make any changes without the consent of the Mission Lions Club.
- Exclusive rights to offer specific items and/or services at the event will be given out on a first-come first-served basis.
- All vendors offering prepared food items will be required to have at least one person in their booth at all times who has completed a food handlers course and has a valid food handlers card issued by the Hidalgo County Health & human Resources Dept. in their possession.
- Once accepted as a Mission Lions Club Mud Volleyball vendor, we would appreciate your commitment.
- **No electricity will be available.**

DAY OF EVENT VENDOR INFORMATION

- Each vendor will be allowed to park near the site after unloading. Vendors will be able to unload their equipment during Setup/Unload times listed above. After 8:00 a.m. on the day of the event, ALL vehicles must be moved to the designated parking area.
- All vehicles left in "no parking" areas will be towed at the owner's expense.
- Each vendor must provide necessary staff, equipment and supplies to efficiently run their booth (pop-up tent, tables, chairs, garbage cans, generators, etc.).
- Recommended pop-up tent size is 10' x 10'. Anything larger will require prior approval.
All tents must be tied or weighted down to prevent accidents.

- All vendors must be open and manned during their designated hours of operation as specified on the vendor application form. Tear down of booths must occur by the designated hour of the designated day.
- The Mission Lions Club reserves the right to restrict vendors with respect to methods of operating display of materials. If for any reason an exhibit is deemed objectionable by the Mission Lions Club, it must be removed from the event immediately.
- Vendors will receive their assigned space on the morning of June 3, 2013. No vendor is allowed to leave the assigned space to solicit or distribute products.
- Vendors cannot sell or give their space to another vendor.
- Limited security is provided for The Mission Lions Club Mud Volleyball event during the event hours. Security will be patrolling the entire event area. The Mission Lions Club and/or the City of Alton are not responsible for damage, theft, or loss.
- The Mission Lions Club Mud Volleyball event will take place come rain or shine! There will be no postponements or rain delays due to inclement weather.

POST-EVENT VENDOR INFORMATION

- All vendors are required to clean up their assigned area immediately following the completion of The Mission Lions Club Mud Volleyball event. Any vendor leaving trash in or around their assigned area will be assessed a \$25.00 cleanup charge and is subject to being banned from future events.
- All vendors are required to tear down their respective booths during Tear Down Times listed above.
- If applicable, vendors are responsible for the collection and submittal of sales taxes to the respective City, County, and State of Texas.
- The vendor will be banned from The Mission Lions Club Mud Volleyball event and other future events if:
 - The vendor misrepresents the items or services to be sold at the event
 - The vendor/participants conduct is detrimental to the best interest of the event
 - The vendor violates any of the above stated policies or procedures of the event.
 - The vendor fails to show up the day of the event after having been assigned a space the morning of June 3, 2013.

Organization Name: _____

Sponsor's Name: _____ Date: _____

Signature: _____

By understanding and agreeing to the above policies and procedures, you are helping the Mission Lions Club ensure a fun and smooth-running event for vendors, volunteers, and participants alike. We appreciate your continued support of our Mud Volleyball event and the Mission Lions Club!!

PLEASE COMPLETE AND RETURN TO:
Mission Lions Club Mud Volleyball
Attn: Luciano Guerra
P.O. Box 268, Mission, TX 78573
Phone: 956-458-6681 Fax: 956-519-8280