

Bellaire Art Festival

Bellaire Town Center

Vendor Information Sheet

Date: April 17, 2010 - 9:00 a.m. to 5:00 p.m.
NEW LOCATION: Bellaire Town Square , 7008 South Rice Ave.
Booth Fees: \$125.00 *one exhibitor* in booth \$25 late fees assessed after April 10, 2010
\$150.00 *two individual exhibitors* in booth

FOOD BOOTHS: \$200.00 double spaces
\$150.00 single spaces
Vendors with generators must have them well-muffled.

1. **New Location:** Bellaire Town Square, 7008 South Rice Ave., near the Bellaire Civic Center. This is two blocks from Paseo Park in a more pedestrian friendly park with walkways.
2. Booth fees are non-refundable for any reason. Sunday, April 18 is our rain date. As an outdoor festival, please understand that we are at the mercy of Mother Nature.
3. Check-in will be held from 9:00 pm. - 4:00 p.m. on Friday, April 16, and will continue on Saturday, April 17 at 6:00 am to 8:30 am. Check-in is at the chamber office located at 6900 S. Rice Avenue.
4. Spaces are approximately 10' x 10'. You must furnish your own display materials. At check-in, all exhibitors will receive a map showing location of their space along with unloading and parking instructions, Vendor Booth identification to place in your windshield and vendor badges.
5. Vendors are responsible for collecting and reporting sales tax as required by law (8.25%).
6. Booths must be set up by 8:30 a.m. Please keep your space neat and clean. There will be plenty of trash bins handy. The show closes at 5:00 p.m. Please pack up first, and then bring car to designated loading/unloading areas. Vendors may not load before 5:00 p.m. Booth space must be cleared by 6:00 p.m. *Security is only provided between 6:00 a.m. and 6:00 p.m.* Before leaving, please be sure your area is clean.
7. Secure your tents and canopies with strong tie-downs so they won't blow over. Filled water bottles work well as weights. Loftin Park will have limited street footage, so it would be advisable to bring a dolly or hand cart to assist in set up and tear down. FFA students are available to help vendors set up and take down.
8. Please wear your exhibitor badges at all times.
9. **Please return the attached application for the spring festival as soon as possible. The application is available online at www.bellaireartfestival.com where you can not only register, but also pay your booth fee by credit card. If you prefer to pay by check, make checks to BELLAIRE ARTS FESTIVAL and mail along with application to HCAA, Bellaire Arts Festival, 5202 Bissonnet Bellaire, Texas 77401-3910.**

The Greater Southwest Houston Chamber of Commerce and the Houston Civic Arts Association sponsor this show. The chairmen, committee, and workers are volunteers. Festival proceeds benefit the community projects, art scholarships and operating funds of both organizations.

PLEASE KEEP THIS SHEET