

**LONE STAR RALLY 2017
APPLICATION AND AGREEMENT
FOR
FOOD EXHIBIT SPACE**

Welcome to the Lone Star Rally! This application is for exhibit space at the 2017 Lone Star Rally and becomes an agreement between the applicant and the Lone Star Rally, Inc. for the use of space. **For our returning vendors**, we will make every possible effort to place you in the same location and site, depending on having attended the previous event. **For new vendors**, no specific location or site is ever guaranteed. Sites are assigned based upon vendor mix at the requested location. Exhibit fees will include space rental, Galveston City Services fees, and basic 110v electricity. Location will be assigned upon check-in. Upon payment all accepted applicants will receive a confirmation and all applications are subject to approval by Lone Star Rally.

Please fill out a separate application for each booth requested.

FOOD VENDOR INFORMATION

Company _____
Address _____
City _____ State _____ Zip _____
Applicant Name _____
Phone (Day) _____ Cell Phone _____
Fax _____ E-Mail Address _____
Preferred Method of Contact: E-Mail Cell Phone Phone (Day)

FORM OF PAYMENT

Charge My (Circle One) Visa/MC Amex Disc Amount \$ _____
Account # _____
Exp. Date ____/____/____ Security Code _____
Name of Cardholder _____
Signature _____

RESERVATION PROCEDURES

No Telephone Reservations will be accepted and there are NO GUARANTEED reservations without payment in full. You must complete the application and forward to us with full payment to reserve your space. No booth space will be assigned until full payment is received. Upon acceptance of your application a confirmation will be sent to you. Spaces will be assigned on a first paid first reserved basis. **NO EXCEPTIONS.**

Initials: _____

Specifics Of Food Exhibit Space

YOUR ENTIRE DISPLAY MUST FIT WITHIN YOUR DESIGNATED BOOTH SPACE

<u>2017 Food Vendor Booth Space</u>		
Booth Size Requested		
Refer to Price List to Right	\$	
Each Additional 100 sq ft add \$953.00	\$	
Food Vendor DEPOSIT	\$	500.00
Water add \$25.00	\$	
<u>Additional Electric:</u>		
Additional 20 Amp 110v Quad box w/ 4 outlets add \$200.00	\$	
30 Amp 220v add \$350.00	\$	
50 Amp 220v add \$400.00	\$	

<u>Booth Size</u>	<u>Total Price*</u>
10 x 20	\$2,612.00
10 x 30	\$3,565.00
10 x 40	\$4,517.00
20 x 20	\$4,517.00
20 x 30	\$6,422.00
20 x 40	\$8,327.00

<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>*Additional Increments</u></th> <th style="text-align: left;"><u>\$953.00 per 100 sqft</u></th> </tr> </thead> <tbody> <tr> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </tbody> </table>	<u>*Additional Increments</u>	<u>\$953.00 per 100 sqft</u>			
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*All prices include booth space, basic 110-volt 20 Amp electricity and applicable fees. Please contact our office for pricing on space requests not listed above.
Prices are effective through December 31, 2017 and are subject to change after that date.

Special Vendor Advertising Options:

Vendor website listing and link add \$50.00	\$	
Coupon in pocket guide add \$250.00	\$	
Quarter page ad in pocket guide add \$450.00	\$	
TOTAL= \$ 		

*Payment is due IN FULL by September 30, 2017. After this date, a processing fee of \$250.00 will be added to your invoice. Each credit card payment processed after this date will also have a \$25.00 fee assessed.

LIST ALL OF YOUR PRODUCTS OR SERVICES DISPLAYED OR SOLD AT YOUR LOCATION: (Be Very Detailed!!)

If a trailer is part of your display, please give the dimensions of the trailer and designate which side of your rig you work out of. .

PLEASE NOTE: The sidewalks, walkways, alleyways, driveways or similar locations can not be used for food preparation or equipment and supply storage. All food preparation and/or equipment and supply storage must be maintained within your paid food vendor space.

Initials: _____

MOVE-IN

Tuesday, October 31, 2017– 9:00 am– 8:00 pm (Lots)
Wednesday, November 1, 2017– 6:00 am– 9:00 pm (Streets)
We will notify you via US mail of your exact check-in day and time

MOVE-OUT

Sunday, November 5, 2017
6:00 pm– Midnight
All vendors and their display must be out by Midnight.

HOURS OF OPERATION

(Booths must remain operational during these hours)

Thursday—Saturday, Nov. 2– Nov. 4, 2017

10 am- 11 pm

Sunday, Nov. 5, 2017

10 am– 6 pm

CANCELLATION POLICY

120-91 Days– Full Refund

90-61 Days– 50% of Booth Space fee Refunded

60-31 Days– 25% of Booth Space Fee Refunded

30-0 Days– NO REFUND

A \$42.00 fee will apply to all returned checks

SET-UP/ TEARDOWN POLICY

Each confirmed exhibitor will receive a confirmation of check-in/set-up times. Teardown times will be posted on the confirmation. No early teardown without show management approval. All lots and streets must be clear of vendor items by Midnight, Nov. 5, 2017- **NO EXCEPTIONS.**

MERCHANDISE RESTRICTIONS

Lone Star Rally, Inc. has the exclusive right to display, license, sell and merchandise all event novelties (t-shirts, ride pins, etc.). Lone Star Rally, Inc. further has the right to inspect, approve, reject or otherwise control the display, promotion, sale or other merchandising of products or services by exhibitors at the event in its sole discretion. Any products or services rejected by Lone Star Rally, Inc. must be immediately removed from the event premises and may be removed by Lone Star Rally, Inc. if this does not occur. Galveston codes and/or Rally policy prohibit the selling of sexually explicit material, items with obscenities or profanity, illegal drugs and drug paraphernalia, weapons, merchandise containing racial slurs, manufacturer or copyright infringements, obscenities or other offensive or other detrimental matter. Any such merchandise or displayed matter will be confiscated and not returned. Merchandise designed to be passed off as event merchandise (use of Galveston, date, event name, trademarks, etc.) or which has this effect will not be permitted. No signage may be displayed in Exhibitor space reading “Official Rally Merchandise”, “Rally Merchandise”, “Rally Tees”, “Event Tees” or any similar language advertising the sale of event merchandise. “Lone Star Rally”, “Lone Star Motorcycle Rally”, “Lone Star Bike Week” and “Galveston Bike Week” are all trademarks of Lone Star Rally, Inc. Any vendor found selling merchandise that infringes on these trademarks may be asked to leave immediately and will be subject to legal recourse.

Alcoholic Beverages may not be sold or served within an exhibitor’s space without written consent from Rally Management and all vendors must sell products of the official rally caterer or beverage sponsor (i.e. water, soda) if they wish to sell this product.

Rally policy prohibits “Games of Chance” exhibitors. All violators will be asked to leave immediately without refund.

Rally Management will determine the appropriateness of products exhibited, and reserves the right to prohibit display or advertisement of products that are in violation of these Exhibitor Regulations or any other reason. By signing this form you are agreeing that the officers of the Lone Star Rally, Inc. have sole and final authority to determine violations of this agreement.

RELEASE OF LIABILITY

Applicant agrees to observe and comply with all applicable laws, statutes, ordinances, rules and regulations. Applicant assumes all costs and liability arising from the use of patented, trademarked, copyrighted or service marked materials, equipment, processes or creative rights. Applicant shall not assign or attempt to sell this agreement or any rights hereunder without the prior written consent of Lone Star Rally, Inc.. Lone Star Rally, Inc. reserves the right to terminate the license granted by this agreement for good cause and, in said event, Applicant agrees to waive and forego all claims for damages and recourse of any kind. Applicant agrees to assume all risks arising out of or relating to it’s attendance or participation at said event and to protect, defend, indemnify and hold harmless Lone Star Rally, Inc., the City of Galveston, Galveston Park Board of Trustees, MBP Corp. and each of their agents, servants, contractors and employees from any and all liability, loss, damage or expense it may cause or sustain from any cause whatsoever, including fire, theft, personal injury or property loss. I further acknowledge that I am aware that I can not sell, give or offer for sale any pictures or accounting of this event for publication without the written permission of Lone Star Rally, Inc.

This application is subject to review and approval by show management who reserve the right to reject any applicant for any reason. By signing this application and submitting with a deposit I agree that I have read and understand all of the above terms and conditions.

Signature _____

Date _____

BOOTH SPACE ASSIGNMENT

All booth assignments will be given at the time of exhibitor check-in and are based on a first paid, first reserved basis. Management will work with you as best possible to honor your space requests. Lone Star Rally does not *guarantee* preferred booth locations. Special circumstances require management discretion. **Exhibitors MUST keep within their paid, designated booth space. Your product, signage and set-up must be inside your assigned space. Show Management has the right to request your removal.** Lone Star Rally, Inc. reserves the right to reassign your reserved exhibit space if you do not set up within designated set-up times or call our offices at 832-437-2318.

INSURANCE

Insurance coverage required for this event is a commercial general insurance policy in the amount of at least \$1,000,000, for general liability, which names the **Lone Star Rally, Inc., The City of Galveston, the Galveston Park Board of Trustees, and Mitchell Historic Properties, Inc.** as additional insured. If you need assistance in obtaining event insurance, please feel free to contact our offices for information.

SALES TAX PERMIT

All federal, state, and local laws governing retail sales tax must be followed. Exhibitor must provide their own Texas sales tax number. Exhibitor is required to display the registration certificate throughout entire Rally. An online application form is available at <http://www.window.state.tx.us/taxpermit>

Proof of Sales Tax must be provided before you are allowed to move-in to your spot. A representative from the Sales Tax Office will be on site at check-in to assist you with obtaining a temporary sales tax number if you do not already have one. **Please display a copy of your Sales Tax Permit in plain sight inside your booth!** All information will be maintained with the strictest of confidentiality.

SAFETY AND SECURITY

Safety of vendors, employees, and rally goers is paramount. Do not place structures, signs, or products on sidewalks or walkways. Do not use city signs or structures including parking meters, signs, or utility poles to post or display vendor signage.

The City of Galveston will have patrol officers scheduled and security within and around the Lone Star Rally designated footprint. However, each vendor is responsible for security of their own property and staff. Contact City of Galveston Police Department for additional security. Expect a \$35 to \$45 per hour rate per officer hired.

FIRE TENT PERMIT

All vendors with a tented space 401 sq. ft. or larger will be required to have a Fire Tent Permit issued through the Fire Marshal's Office in Galveston. Please fill out the form under the vendor section of our website, contact the Fire Marshal's office for proper fee amount and mail your permit form and fee to: Office of the Fire Marshal, City of Galveston, 2517 Avenue H, Suite 207, Galveston, Texas 77550. Phone (409) 797-3870 or email: fmo@cityofgalveston.org.

FOOD VENDORS

All Food Vendors must fill out the application for a Health Permit with the Galveston County Health District. The form can be filled out online at: www.gchd.org/ech/electronic-forms.htm

A \$500.00 deposit will be collected with your application and booth fee. We will thoroughly inspect each vendor's space after load-out to determine your refund. This deposit will be refunded 30 days after the event ends if the vendor abides by the rally regulations and leaves their space free of debris and grease. Any infraction will forfeit the deposit and Show Management has the right to request your removal and refuse your admittance to any future events.

Exhibitors MUST keep within their paid, designated booth space. This includes food prep and clean-up. Your product, signage and set-up must be inside your assigned space. Rubberized fireproof mats should be placed underneath any cookers, roasters or grills that are subject to grease drips. The Lone Star Rally provides grease disposal receptacles for your use. **PLEASE USE THEM or TAKE YOUR GREASE WITH YOU.** Do not leave bottles of grease behind for disposal. Storm drains on the streets are NOT for disposal of liquids of any kind. Proper tie downs must be used (barrels, cement buckets, sand bags, etc.). Do not tie down to trees, street signs or city property.

Initials: _____

MISCELLANEOUS VENDOR INFORMATION

VENDOR PARKING-

Please park in these designated lots **ONLY**. Do not park in any private lots around the venue.

- Vendors in all areas will park in an assigned vendor parking lot. This is free parking with your vendor parking pass. Please place it in your windshield.
- Vendors with self contained RV's can park their RV in the lot across from vendor check-in while space allows. This is first-come, first-serve. Please notify us at check-in if you will stay in this lot.
- Parking meters are operational in Galveston. If you park at a metered spot, expect to pay. The cost is \$11.25 per day.

BASIC AND ADDITIONAL POWER REQUIREMENTS-

If you require additional electrical power for your location, you must order these And pay for them in advance through our office. Not ordering in advance can Result in additional expense for upgrades in hookups on site.

Contact at 3 Phase Rentals:

Kevin Crawford

713-705-7387

Kevin@3phaserentals.net

TENTS, TABLES, CHAIRS, WATER BARRELS AND LIGHTING RENTALS-

All vendor booth locations are required to be secured to the ground. Because We are located in the Historic District, **STAKING DOWN IS PROHIBITED**. Water Barrels are available through a tent supplier. **You must order in advance to Receive this service.**

POTABLE WATER-

Those vendors who ordered water in advance (Food Vendors) will find hook-ups Located on the fire hydrants nearest your booth. Most will be located near the Alleyways. **PLEASE PROVIDE YOUR OWN WATER HOSE.**

MISCELLANEOUS VENDOR INFORMATION

PORTABLE TOILETS-

Hundreds of portable toilets including ADA units, are located throughout The downtown site. Most are located in the alleyways halfway down each Numbered street between the Strand and Mechanic and the Strand and Harborside Drive. All others are very visible and easy to locate.

TRASH CANS AND SITE CLEAN UP-

This service is provided by the City of Galveston. Several hundred trash cans will Be scattered throughout the site and maintained by the City Sanitation personnel. We are scheduled for routine cleaning and servicing during the event and through The overnight hours.

GENERAL RULES, REGULATIONS AND HOURS OF OPERATION-

- All booths must remain open during the regular event hours. The hours Are: Thursday, Friday and Saturday, 10 a.m. until 11 p.m. On Sunday, the hours are 10 a.m. until 6 p.m. **NO ONE IS ALLOWED TO LOAD-OUT UNTIL AFTER 6 P.M. AND ALL VENDORS MUST BE OFF SITE BY 12:00 MIDNIGHT.**
- Night time lighting is mandatory!
- No nudity! No painted breasts!
- No drug or sexually oriented merchandise to be displayed!
- Please see the “Rules” page of your booth application for guidelines for T-Shirt designs and other printed materials to be sold. These rules are Strictly enforced.
- No alcoholic beverages may be sold at any vendor booth.
- No corporate “sharing” of booth space. Each booth must be individually Purchased, insured and permitted. Violators will be closed.
- Any vendor leaving piles of food, cooking oil residue, food waste or other Waste on the ground in or around their location, will lose their deposit or be billed for the clean-up after the fact, and will not be allowed to return to the Lone Star Rally
- Forklift services are available at the convenience of the Lone Star Rally crew. However, you must provide your own legally licensed operator. Please stop A volunteer to make arrangements.

CUSTOMER SERVICE-

Our staff is here to help you. Please ask our staff for assistance in any matter. If they Can't help you personally, they will know someone who can. We consider ourselves The “Miracle” team when it comes to problem solving.

MISCELLANEOUS VENDOR INFORMATION

IMPORTANT PHONE NUMBERS:

Lone Star Rally Office

5130 Franz Rd., Suite 800
Katy, Tx 77493
Ofc 832-437-2318
Fax 832-437-2441
Email: brinder@lonestarrally.com or
candace@lonestarrally.com
Website: www.lonestarrally.com

City of Galveston Fire Marshal

Temporary Permits
Gilbert Robinson—Chief
Chris Harrison—Deputy
Trish Anderson—Administrative Assistant
2514 Sealy
Galveston, Tx 77550
Ofc 409-797-3870
Fax 409-797-3875
Email: fmo@cityofgalveston.org
robinsongil@cityofgalveston.org

Galveston County Health Department

Temporary Permits
1205 Oak Street
P. O. Box 939
La Marque, Tx 77568
Ofc 409-938-2411
Fax 409-938-2321
Website: www.gchd.org/ech/electronic-forms.htm

Texas Comptroller's Office

Sales Tax
Miranda Guthman
Ofc. 713-783-1665, ext. 43536
E-Mail: Miranda.guthman@cpa.texas.gov

Texas Department of Transportation

TXDoT Motor Vehicle Show Approval
Doris Curl
Motor Vehicle Division
4000 Jackson Ave.
Austin, TX. 78731
Ofc 512-465-1260
Fax 512-465-3666
Email: Doris.Curl@txdmv.gov

A-1 Fire Equipment Company

Fire Extinguisher Rental
3202 Main St.
La Marque, Tx 77568
Ofc 409-935-3456
Fax 409-938-1331
<http://www.a-1fire.com/>

AZ Central Insurance

Event Insurance
Lisa Orozco
520-468-2755
www.cartkiosk.com

Beasley-Keith Insurance

Event Insurance
Megan Craft
318-747-1818
mcraft@beasleykeithins.com

Shahinian Insurance Services, Inc.

Event Insurance
800-457-2231
www.shahinianinsurance.com

InTents Party Supply

Tent Rental
Chris Womack
281-993-2233
www.intentspartysupply.com

Houston Party Tent an Event

Tent Rental
James Mosley
713-231-7375
www.HoustonPartyTentandEvent.com

Tour De Tents

Tent Rental
Rachel Lankford
409-763-5034
www.TourDeTents.com

One Stop Party Shop

Tent Rental
Chris Keesler
281-338-9898
www.onestopparty.com