



**2021 VENDOR APPLICATION & AGREEMENT**  
**Saturday, September 25, 2021 • 9a.m. to noon**  
**The Recreation Center at Rob Fleming Park • The Woodlands**

**EVENT**

Woodlands Landscaping Solutions (WLS) is a one-day gardening event featuring live music, children’s activities, hands-on demonstrations, and top-quality presentations. WLS provides a venue for local gardening experts to share tips and tools to help residential landscapes of any size and shape become more water-wise and earth-friendly. Attendees can purchase native plants, compost bins, rain barrels and more. Over 1,500 residents attend this annual free event.

**ENTITLEMENTS**

The Woodlands Township will provide you (“Vendor”) with the following:

- 10’x10’ Event Space – Only outdoor event spaces are provided a 10’x10’ tent
- One (1) 8ft. table
- Two (2) folding chairs

**VENDOR GUIDELINES**

- This is a family-oriented event. Please keep this in mind when you are choosing work to be displayed.
- Vendors are encouraged to reduce the amount of paper resources distributed at the event. Consider providing a half page printout with a web link or QR code instead of multiple page printouts.
- Provide giveaways that are resource or energy efficient (eg. reusable bags and bottles, wildflower seed packets) instead of single-use products.
- Bring a reusable water bottle and refill from the water fountain as needed.
- **Vendors must submit with the Application a photo or brief description of work, food truck or booth intended for use during the Event.** If approved, Vendor will receive written notification of approval of their Application.

**We are striving for Woodlands Landscaping Solutions to have the smallest environmental footprint possible. With your help we can reach our goal of recycling or composting 90% of our waste materials. Toward this end, all serving materials - plates, cups, clamshells, forks and knives – will be compostable. For your other recyclable and waste materials – cardboard, bags, beverage cans, etc. - we ask that you sort and dispose of them properly. Event volunteers are available to help you with proper disposal.**

**RENTAL SPACE FEES**

The applicable fees to be paid by Vendor to TWT for different types of space, as elected by Vendor (“Rental Space Fees”), are as follows:

<u>FEE</u>	<u>SPACE TYPE</u>
\$50	<b>Vendor Retail Space</b> <i>Vendor keeps 100% of sales proceeds.</i>
\$0	<b>Vendor Promotional/ Educational Space</b> <i>No cost information, resources, giveaways.</i>
\$0	<b>501(c)(3) Vendor Space</b> <i>Retail or promotional/educational booth. Must provide copy of 501(c)(3) certificate</i>



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The applicable Rental Space Fee may be submitted in the form of 1) a cashier's check or money order made payable to The Woodlands Township: 8203 Millennium Forest Drive, The Woodlands, Texas 77381 – Attn: Environmental Services or 2) credit card processed by phone: please contact Amber Barnes at 281-210-3925.

All Agreements and Applications are due by **Friday, September 10, 2021**.

### **CANCELTION BY VENDOR**

As occupancy of the Event space is the essence of the Agreement, no refunds shall be made in connection with any Rental Space Fee after the acceptance of said fee by The Woodlands Township, except as otherwise provided in the Agreement.

### **FORCE MAJEURE**

In case of cancellation of the Event or unavailability of the Event Space for specified use due to war, governmental action or order, act of God including, but not limited to, weather, fire, strike, labor disputes, or any other cause beyond the Township's control, this Agreement shall terminate, and the Vendor shall be entitled to the return of the Rental Space Fee for the Event Space less an amount equal to the total costs and expenses incurred by the Township in connection with the preparation of Vendor's Event Space. Refund of the Rental Space Fee (or a portion thereof, as applicable) as provided in this section, shall be the exclusive remedy of the Vendor against the Township or its representatives, employees, agents, invitees, licensees, affiliates, and all other related parties in the case the Event is canceled or rescheduled, or the Event Space is unavailable for use. In case of damage to the Vendor through war, governmental action or order, act of God, including, but not limited to, weather fire, strike, labor disputes, or any other cause beyond the Township's control, the Vendor expressly waives all liability and completely releases and holds harmless the Township of and from any and all claims for damage to person and property and agrees that the Township shall have no liability whatsoever.

### **SALE OF PRODUCT**

Vendors are responsible for all their transactions, sales taxes, and personal cash needs. All prices must conform to the listed prices on the accepted Application. Only products on the Application can be sold.

### **CHARACTER OF EXHIBITS**

TWT reserves the right to prohibit the display of any article that, in its sole discretion, is not in keeping with the nature and character of the Event.

### **BEVERAGES**

**Vendors are not allowed to sell alcoholic beverages. Vendors may sell soft drink beverages, water or specialty beverages. Vendor may not give away beverages as part of any offer to its customers.**

### **RULES AND REGULATIONS**

Should Vendor fail to strictly adhere to and follow the Rules and Regulations set by The Woodlands Township, then Vendor shall be in default under this Agreement and The Woodlands Township may immediately terminate this Agreement upon notice to Vendor. In the event of a default by the Vendor, the Vendor shall forfeit as liquidated damages the Rental Space Fee, regardless of whether or not The Woodlands Township enters into a further lease for



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the Event Space involved. Said damages are agreed to in no way constitute a penalty, but rather a reasonable estimate of The Woodlands Township's damages which are incalculable with any degree of certainty.

### **SPACE ASSIGNMENTS**

The Woodlands Township has complete control of Event diagrams and space assignment. The Woodlands Township reserves the right to make modifications on Event diagrams which are believed to be accurate but only warranted to be approximate. Further, The Woodlands Township reserves the right to assign space(s) in such a manner as it deems appropriate in its sole and absolute discretion, notwithstanding the foregoing.

### **ASSIGNMENT, SUBLETTING OF EVENT SPACE**

No Vendor shall assign, sublet or share the Event Space allotted to such Vendor without the knowledge and prior consent of The Woodlands Township. No products, parts, accessories or other goods, souvenirs, catalogs, etc. bearing names or other forms of advertising other than that of the Vendor may be displayed. No firm or organization not assigned an Event Space shall be permitted to solicit business within the Event areas.

### **USE OF SPACE**

The Woodlands Township reserves the right to restrict Vendor exhibits which, because of safety, noise, method of operation, materials or display, in the opinion of The Woodlands Township, may detract from the general character of the Event as a whole. Accordingly, The Woodlands Township may, at its sole discretion, prohibit such exhibits from being kept or utilized by Vendor in or around the Event area, in which event Vendor shall immediately remove such exhibits as directed by The Woodlands Township. The Woodlands Township reserves the right to prohibit any equipment that is deemed unsafe or appears to be unreasonable in The Woodlands Township's judgment. All equipment and heavy machinery must be cleared and approved in writing and in advance by The Woodlands Township's staff. **All demonstrations or promotional activities must be confined within the limits of the Vendor Event Space.**

Demonstrations or activities that cause annoyance to neighboring Vendors such as flashing lights or noise or result in obstruction of walk space or prevent ready access to a nearby booth will not be permitted. **Stakes, spikes or other pointed objects may not be driven into the ground.**

### **COMPLIANCE & ORDINANCES**

To ensure the safety of all participants, fire regulations, health and all other applicable ordinances must be strictly observed. In addition, all requirements imposed upon Vendor by the Township must be strictly complied with by Vendor. **If you are a Food Vendor, you are responsible for obtaining a health permit by September 10, 2021 from the Harris County Health Department.** To complete the health permit application online, visit: [publichealth.harriscountytexas.gov](http://publichealth.harriscountytexas.gov) (Services & Programs/All Services/Food Permits). Please send a copy of the health permit to TWT via email ([enviro@thewoodlandstowship-tx.gov](mailto:enviro@thewoodlandstowship-tx.gov)). TWT must have a copy of your permit on file by September 10, 2021.

**Food Vendors are required to have the original copy of their health permit posted on their booth during the event.** Any Vendor found selling contaminated, unfit or illegal items will be suspended from selling at the Event and may be asked to leave immediately without refund of Vendor Fee. All Vendors must wear shirts and shoes. Smoking is discouraged but allowed no less than 30' away from Event Space. Unlawful drug/alcohol possession will not be tolerated.



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**LIABILITY & INSURANCE**

In no event, shall The Woodlands Township, The Woodlands Operating Company, nor their representatives, contractors, nor corporate sponsors of the Event be responsible for any injury, loss nor damage that may occur to the Vendor's employees, agents, contractors, representatives, or property from any cause whatsoever. It is the Vendor's responsibility to protect machinery, perishables, and exhibits so that no injury will result to the public visitors, guests, or persons, or property. If property does not appear to be properly maintained, it will be promptly withdrawn from the Event site. All property of the Vendor, including food-stuffs and other perishables is understood to remain in Vendor's care, custody and control in transit to, from, or within the confines of the Event area subject to the Rules and Regulations. The Vendors, on signing the Agreement expressly release, hold, keep, save harmless and indemnify the foregoing persons and entities, named organizations and committees, and individuals from and against all claims for such a loss, damage, or injury. Food Vendors must carry appropriate insurance through such carriers and containing such limits, terms and conditions as The Woodlands Township may require and shall deliver to The Woodlands Township copies of all such policies of insurance and/or certificates thereof as The Woodlands Township may request.

**VENDOR HEREBY AGREES TO AND UNDERSTANDS THE CONTAGIOUS NATURE OF COVID-19 AND VOLUNTARILY ASSUMES THE RISK(S) OF PARTICIPATION IN THE PROGRAMS, SERVICES, EVENTS OR FACILITIES OPERATED BY THE WOODLANDS TOWNSHIP WHICH INCLUDE THE RISK OF BECOMING EXPOSED TO OR INFECTED BY COVID-19.**

**INSTALLATION OF EXHIBITS**

Load in for all Vendors will be as follows:

- Between the hours of 7:00 to 8:30 a.m. on Saturday, September 25, 2021.
- All Vendors MUST BE completely set up by 9 a.m. on Saturday, September 25, 2021. Failure to set up within the given time frame may result in Vendor losing its Event Space at the Event.

The hours of operation will be Saturday, September 25, 2021 from 9 a.m. to noon at The Recreation Center at Rob Fleming Park in The Woodlands.

Load out will commence at noon. Vendor may request special approval from TWT, to be granted by TWT at its sole discretion, to close down early only if Vendor has completely sold out of merchandise, food, or materials. Load out with a vehicle may only begin when the crowd has cleared and TWT gives Vendor express permission. Any items unclaimed by the Vendor as of 8 a.m. the following business day after the Event shall become the property of TWT.

Vendors are responsible for leaving their area free of all litter and debris.

**AMENDMENTS**

The Woodlands Township reserves the right to make changes to these rules and regulations contained in the Agreement as The Woodlands Township sees fit.

Vendor hereby agrees that Vendor and its employees, agents, and representatives will abide by the terms provided in this Agreement and any additions and/or amendments, which The Woodlands Township shall make to this Agreement, and that it will remain a Vendor, for purposes of this Agreement, as long as it maintains strict compliance with the terms of this Agreement, understanding that said terms have been formulated and adopted in the best interest and for the protection of the Vendors collectively as well as The Woodlands Township and its representatives. In any interpretation



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of this Agreement, The Woodlands Township reserves the right to accept or reject any reservation for any reason whatsoever determined to be in the best interest of The Woodlands Township. **The Rental Space Fee will be refunded to the Vendor should the Application be initially rejected by The Woodlands Township. Vendor’s payment in full must accompany this Agreement and the Application.** Once an Application and Agreement are accepted by The Woodlands Township, Vendor will be notified with a signed copy of this Agreement and the Application, returned as acknowledgement of The Woodlands Township’s acceptance and of reservation of the Event Space and receipt of the Rental Space Fee.

**VENDOR APPLICATION**

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

**Business/Organization** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

\_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Tax ID #** \_\_\_\_\_

\_\_\_\_\_

**Website/Facebook** \_\_\_\_\_

\_\_\_\_\_

**I am requesting an Event Space in the following category (include photo or description of items):**

- \_\_\_\_\_ **\$50 Vendor Retail Space.** *Vendor keeps 100% of proceeds from sales or activity*
- \_\_\_\_\_ **\$0 Vendor Promotional/Educational Space.** *Items may be given away, free of charge. No selling of items.*
- \_\_\_\_\_ **\$0 501(c)(3) Vendor Space – Vendor must submit a 501(c)(3) certificate with this Agreement.**  
*Vendor is permitted to sell and/or give away items.*  
*Vendor keeps 100% of all proceeds for non-profit organization.*



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Due to facility restrictions (size and type of activity) a limited number of indoor event spaces are available. Indoor vendors are provided a 10'x10' space, 1 table and 2 chairs. Outdoor vendors receive a 10'x10' tent, 1 table and 2 chairs. Your location preference will be taken into consideration but is not a guarantee.

**Please check your location preference for event space.**

\_\_\_\_\_ **Indoor Event Space**

\_\_\_\_\_ **Outdoor Event Space**

**Describe your organization/business and the intended use of the space:**

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**Describe each item being sold** *(list additional items on a separate piece of paper and submit with application)*

Item \_\_\_\_\_ @ \$ \_\_\_\_\_

Item \_\_\_\_\_ @ \$ \_\_\_\_\_

Item \_\_\_\_\_ @ \$ \_\_\_\_\_

Item \_\_\_\_\_ @ \$ \_\_\_\_\_

Item \_\_\_\_\_ @ \$ \_\_\_\_\_

Item \_\_\_\_\_ @ \$ \_\_\_\_\_

**Proposed Activity** (include fee if charging for activity):

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Promotional/Educational items being distributed: (list additional items on a separate piece of paper and submit with application)

Three horizontal lines for listing promotional/educational items.

Do you have additional electrical needs/hookups for equipment, displays, etc.? \_\_\_Yes \_\_\_No

Do you have additional water needs/hookups for equipment, displays, etc.? \_\_\_Yes \_\_\_No

SIGNED AND AGREED

VENDOR:

THE WOODLANDS TOWNSHIP:

Vendor signature lines: Business/Organization/Individual, Signature, Print Name, Title, Date

Township signature lines: Signature, Print Name, Title, Date

Return pages 5 through 7 to TWT no later than Friday, September 25, 2021. Event staff will contact to confirm approval and request payment.

Return via email or mail:
Email: enviro@thewoodlandstowship-tx.gov

The Woodlands Township
Attn: Environmental Services
8203 Millennium Forest Drive
The Woodlands, Texas 77381

\*NOTE: VENDOR SPACE IS NOT CONFIRMED UNTIL PAYMENT IS RECEIVED.