



**2017 KATY  
RICE HARVEST FESTIVAL  
23501 Cinco Ranch Blvd,  
Suite B206  
Katy, TX 77494  
281-391-5289  
[www.riceharvestfestival.org](http://www.riceharvestfestival.org)**

Thank you for your interest in the 2017 Katy Rice Harvest Festival. The Katy Rice Harvest Festival Vendor Application is now available online ([www.riceharvestfestival.org](http://www.riceharvestfestival.org)). You can submit your application online or you can complete the attached application and mail it to *Katy Rice Harvest Festival, 23501 Cinco Ranch Blvd, Suite B206, Katy, TX 77494*. **We encourage you to carefully review the map before you request your booth location.**

**Please note the City of Katy is currently renovating the downtown City of Katy streets. The construction is scheduled to be completed in time for the 2017 Katy Rice Harvest Festival. Until the construction is completed we will not be able to determine how many vendor booths will be available on each street. To address this issue, we have changed the process for the selection of your vendor booth(s) this year. On the vendor map we have indicated the series of vendor booth numbers for each location. If you wanted a booth on the north side of Second Street between Avenue B and Avenue C, you would request the 300 series, etc. When your application is accepted and approved, you will receive a confirmation letter that your booth will be in a certain series. Once the construction is completed and we can verify the exact number of booths on each street, you will receive a follow up confirmation letter with the new vendor map and your exact vendor booth number(s). The second confirmation letter will not be sent until September.**

**We will accept 2017 Vendor Applications until Friday, September 22, 2017 or until we sell out of booths. We encourage you to apply early to insure you have a booth.**

**Your final vendor registration package and wristbands will be available for you to pick up at the Chamber beginning Monday, October 9, 2017 or you can pick the package up as you arrive to set up your vendor booth on October 13<sup>th</sup> and 14<sup>th</sup>.**

**If you move or change your email address, please take a moment to give us your new contact information to ensure we can reach you!**

We value our Vendors and we appreciate your support of the 37<sup>th</sup> Annual Katy Rice Harvest Festival. We solicited your thoughts and ideas and we have

incorporated many of your suggestions and recommendations. We believe we will again have a great event for 2017. Our goal is to insure your experience as a Vendor is outstanding.

We look forward to an outstanding 2017 Katy Rice Harvest Festival!

Best regards,

A handwritten signature in cursive script that reads "Ann".

Ann F. Hodge  
President/CEO

**2017 KATY RICE HARVEST FESTIVAL**  
**KATY, TEXAS**  
**OCTOBER 14 – 15, 2017**

**Vendor Schedule**

<b>May 2, 2017</b>	<b>City of Katy Merchant/Returning Vendor Registration Begins</b>
<b>May 22, 2017</b>	<b>Open Registration Begins</b>
<b>September 22, 2017 Or Booths Sell Out</b>	<b>Booth Registration Deadline (We Do Not Guarantee Availability of Booths)</b>
<b>October 11, 2017</b>	<b>5:00 PM – Deadline to Purchase Vendor 1/2 Price (\$5/band) Wristbands (Limit 6 – 1/2 Price Wristbands Per Vendor Booth)</b>
<b>October 13, 2017</b>	<b>6:30 PM – Booth Set-Up Begins <u>NO SET-UP BEFORE 6:30 PM</u></b>
<b>October 14, 2017</b>	<b>6:30 AM – 10:00 AM – Booth Set-Up</b>  <b>8:30 AM – All Vehicles Removed from Festival Area</b>  <b>10:00 AM – 7:00 PM - Craft and Food Booths Open</b>  <b>7:00 PM – 11:00 PM - Food Booths Open (Optional) All Other Booths Have the Option to Remain Open After Dark</b>
<b>October 15, 2017</b>	<b>Noon – 6:00 PM All Booths Open</b>  <b>6:30 PM – Booths Dismantled and Removed</b>

**NOTE:** All vendors submitting booth applications and contracts will be notified regarding booth acceptance/rejection and booth number series within 60 days after receipt of completed application, contract and payment. In September a follow up confirmation will be sent with the booth number(s).

Vendors accepted and assigned one or more booths will receive additional information/confirmation regarding the final Festival schedule and revised map with booth locations prior to October 1, 2017.

**Katy Rice Harvest Festival**  
[www.riceharvestfestival.org](http://www.riceharvestfestival.org)  
[info@katychamber.com](mailto:info@katychamber.com)  
23501 Cinco Ranch Blvd, Suite B206, Katy, TX 77494  
Office 281-391-5289 Fax 281-391-7423  
Office Hours – 8:30 AM – 5:00 PM - Monday – Thursday  
8:30 AM – 3:00 PM - Fridays

## **Attention**

**Vendors Must Wear Vendor Wristband to  
Enter Festival Gates**

**All Vehicles Must Be Removed From  
The Festival Grounds Before  
8:30 AM on Saturday, October 14, 2017  
Please Insure Your Vendor Booth Workers  
Are Aware of the Restriction To  
Insure They Have Time to Unload  
Their Vehicle in Your Vendor Booth**

**No alcoholic beverages may be brought into the Festival  
grounds. Failure to comply with this regulation will result  
in the vendor being removed from the Festival.**

**All Volunteers Working in  
Vendor Booths Must  
Stay Inside their Vendor Booth**

**Failure to Stay Within the  
Vendor Booth Space Will Subject The Vendor to Removal  
From the  
Katy Rice Harvest Festival**

**If Vendors Experience Any Problems,  
Please Report Problems to Rice  
Harvest Festival Officials  
Booths 609 and 610  
281-391-0050  
281-391-0054  
[info@katychamber.com](mailto:info@katychamber.com)**

# 2017 KATY RICE HARVEST FESTIVAL BOOTH APPLICATION AND CONTRACT

**Saturday, October 14, 2017 - 10:00 a.m. to 11:00 PM**  
**Sunday, October 15, 2017 - Noon to 6:00 p.m.**

Sponsored by: Katy Area Chamber of Commerce ([www.katychamber.com](http://www.katychamber.com))  
23501 Cinco Ranch Blvd., Suite B206  
Katy, Texas 77494  
281-391-5289 (Phone) 281-391-7423 (Fax)

Location: Historic Downtown Katy – Avenues B and C, 2<sup>nd</sup> and 3<sup>rd</sup> Streets

Cost: \$ 125 per Booth for Handmade Crafts (Verification Required)  
\$ 225 per Booth for Home Based Business Vendors  
\$ 425 per Booth for Commercial Vendors\*\*\*  
\$ 525 per Booth for Food Vendors Plus \$ 100 Security Deposit

## ELECTRICITY IS ONLY AVAILABLE FOR FOOD VENDORS

**\*\*\*Commercial vendors are vendors who operate a business  
at a location outside of their home**

**Please note that construction is completed on the Katy City Hall. Work is now underway on some of the street projects and this has necessitated that we remove a few booths. We encourage you to carefully review the 2017 RHF Vendor Map before selecting the general area for your booth for this year.**

### 1) Vendor Information:

Name of organization/business	_____
Website Address:	_____
Contact person	_____
Mailing Address Street / PO Box	_____
City, State, Zip	_____
Telephone Number	_____
Email	_____

**\*Note – All businesses/organizations to be included in a Vendor Booth must be disclosed in the Application. Failure to disclose all of the businesses/organizations will subject the vendors to removal from the Vendor Booth by the 2017 Katy Rice Harvest Festival Committee.**

Booth Information

**PLEASE NOTE: First choices will be honored as much as possible; however, there are no guarantees. All booth locations are subject to change. To select more than one booth when total number of booths is 2 or more, enter as "series number & series number" in your choice. (ie., series 300 and 350 in 1<sup>st</sup> choice, 400 and 450 in 2<sup>nd</sup> choice, etc.).**

**Please note that construction is completed on the Katy City Hall. Work is now underway on some of the street projects and this has necessitated that we remove some booths. We encourage you to carefully review the 2017 RHF Vendor Map before selecting your booth location(s) for this year. We will notify our vendors that you have been accepted for the 2017 Katy Rice Harvest Festival and the booth series you are confirmed in. As an example if you want a booth on the north side of Second Street between Avenue B and Avenue C, for your first choice, indicate 300 series, if you want the same general location, indicate 350 series for your second choice, etc. Once the street construction is complete, we will assign the booth numbers for each vendor and send you the confirmation for the actual booth number. We do not anticipate confirmation of actual booth numbers until the end of September.**

1 <sup>st</sup> choice	_____
2 <sup>nd</sup> choice	_____
3 <sup>rd</sup> choice	_____
4 <sup>th</sup> choice	_____
Total Number of Booths	_____

Payment Information

\_\_\_\_\_ Check/Cashier's Check/Money Order enclosed  
\_\_\_\_\_ Cash

\_\_\_\_\_ Please charge my credit card \_\_\_AMEX \_\_\_MC \_\_\_Visa \_\_\_Discover

Amount to be charged: \$ \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_ CVW2 Security \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applications are not processed until payment is received and application is complete.**

**2) ALL VENDORS:**

Displays, signs, trailers, tables, chairs, and canopies **MUST** fit inside the space allotted (12' x 12' for craft/business and 15' x 12' for food). If equipment is larger than booth space (including trailer tongues), additional booth space must be leased. **NO EXCEPTIONS!**

Vendors must provide their own equipment, tables, chairs, tents, and canopies. No stakes may be driven into the asphalt, sidewalks or yards.

All vendors are responsible for their own finances including small change issues. Local banks in the festival grounds will not be open for obtaining smaller currency. The chamber booth also will not provide any bill changing.

**The sale or distribution of carbonated drinks, water, or alcoholic beverages by any vendor is prohibited.**

**The sale or distribution of any live animal, reptile, etc. is strictly prohibited.**

**Electricity is available only for food vendors.**

Photographs and verification required for handmade craft vendors. The Rice Harvest Festival Committee may require additional information from handmade craft vendors.

If multiple businesses will occupy the same booth, all businesses must be disclosed in the original application. Failure to disclose any business will subject that business to removal from the Vendor Booth by the Rice Harvest Festival Committee.

**3) NON-FOOD VENDORS:**

Please list arts, crafts and materials to be sold, distributed, displayed, or given away. Please be specific and thorough. **Only listed items will be allowed.** In the event of any dispute regarding the sale of any item, the decision of the Rice Harvest Festival Committee shall be final and the Vendor accepts this condition by his/her signature below. Vendor further acknowledges that any violation of this agreement may result in the Vendor's booth being closed.

**Non-Food vendors are not allowed to give, sell, cook, or display any type of food or drink in their booths.** Packaged food for consumption outside of the festival is allowable.

**There is no electricity provided for non-food vendors. The sale or distribution of carbonated drinks, water, or alcoholic beverages by any vendor is prohibited.**

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(Please use an additional sheet if needed.)

**4) FOOD VENDORS:**

**Food is to be sold on a cash basis. Food prices must be posted.**

**The sale or distribution of carbonated drinks, water, or alcoholic beverages by any vendor is prohibited.**

**The sale of any food item not approved by the Katy Rice Harvest Festival is strictly prohibited.** In the event of any dispute regarding the sale of any food or beverage item, the decision of the

Rice Harvest Festival Committee shall be final and the Vendor accepts this condition by his/her signature below. Vendor further acknowledges that any violation of this agreement may result in the Vendor's booth being closed.

All food vendors must comply with the requirements established by the Harris County Health Department. (Website: [www.hd.co.harris.tx.us](http://www.hd.co.harris.tx.us) → Environmental Services → Food Establishments → Temporary Events).

Ice will be sold by the Katy Rice Harvest Festival Ice Truck.

Please list foods you plan to sell, distribute, display, or give away below. **Only food items listed on your acceptance letter will be permitted. Please indicate your primary food item in your food list. Only two food vendors may sell the same item. List food items in priority - #1 should be the item you want to serve most ("Got to Have" Food Item in line #1)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

(Please use an additional sheet if needed.)

**Food Vendor Booth Size - REQUIRED**

Trailer Size	Width _____	Length _____	
	(Remember to include trailer tongue in the length)		
Trailer Window / Door:	Opens on:	Driver Side	_____
		Passenger Side	_____
		Rear:	_____
Other Special Characteristics	_____		
	_____		
	_____		

**Food Vendor Electricity Requirements - REQUIRED**

<b>Electrical Requirements Form for Food Vendor Booths Form must be completed and returned with Food Vendor Application before the Application will be processed.</b>
<b>Standard Configuration: Two (2) - 110 volt outlets per booth</b>
<b>Other Configurations will require an additional fee for setup.</b>



## GENERAL CONDITIONS

The Katy Rice Harvest Festival is a family-oriented function that is aimed at presenting entertainment and activities suitable for the entire family, including minors. Therefore, the Katy Rice Harvest Festival Committee reserves the right to restrict the artwork and crafts sold and displayed. Such items must not contain nudity, profanity, obscenity, or otherwise objectionable material.

No weapons, including without limitation, knives, brass knuckles, Chinese throwing stars, or other such materials, can be sold or displayed. Should the Katy Rice Harvest Festival Committee, at its sole discretion, determine that a lessee's items do not conform to the standards mentioned, lessee agrees to remove such items from the site immediately or the vendor will be removed.

The sale or distribution of carbonated drinks, water, or alcoholic beverages by any vendor is prohibited.

The sale or distribution of any live animal, reptile, etc. is strictly prohibited.

Electricity is available only for food vendors.

If the Katy Rice Harvest Festival Committee, at its sole discretion, determines that any lessee fails to comply with ALL of the terms set out in this contract, said lessee will be asked to leave the Katy Rice Harvest Festival Area, and the booth will be removed.

This lease agreement shall not become effective until it is paid in full and is accepted by the Katy Rice Harvest Festival Committee and shall constitute the entire agreement between parties. **Full payment must be received and cleared for a booth to be assigned. If a vendor's check is returned or a credit card is not honored, the vendor's booth will be forfeited immediately. All confirmed food vendors will be notified of the exact food items they are permitted to sell by September 15, 2017.**

Applications may be completed online and transmitted via [www.riceharvestfestival.org](http://www.riceharvestfestival.org).

There will be **NO REFUNDS** for any reason, including rain or any other weather-related event.

## Katy Rice Harvest Festival

Vendor (Lessee) hereby agrees to lease from the Katy Area Chamber of Commerce, through its authorized committee, the Katy Rice Harvest Festival Committee (Lessor), booth space(s) at the Katy Rice Harvest Festival. **All booth locations are subject to change.**

**Post-dated checks will not be accepted. Returned checks and dishonored credit card payments will result in the immediate forfeiture of the vendor's booth.**

The undersigned Lessee:

**LESSEE SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS THE KATY AREA CHAMBER OF COMMERCE, THE CITY OF KATY, AND THE RICE HARVEST FESTIVAL COMMITTEE, SPONSORS AND EACH OF THEIR RESPECTIVE GUESTS, AGENTS, SERVANTS, EMPLOYEES, OFFICERS AND DIRECTORS FROM AND AGAINST ANY AND ALL ACTIONS, CLAIMS, LIABILITIES, ASSERTIONS OF LIABILITIES, LOSSES, COSTS AND EXPENSES, INCLUDING BUT NOT LIMITED TO ATTORNEYS' FEES, WHICH IN ANY MANNER MAY ARISE OR BE ALLEGED TO HAVE ARISEN OR RESULTED OR ALLEGED TO HAVE RESULTED FROM THE PRESENCE, ACTIVITIES, EVENTS AND OMISSIONS OF ANY NATURE WHATSOEVER OF LESSEE, THEIR AGENTS, SERVANTS, EMPLOYEES, AND THEIR RESPECTIVE GUESTS AND INVITEES, IN CONNECTION WITH THE USE AND OCCUPANCY OF THE LESSEE'S BOOTH AND BOOTH AREA INCLUDING, WITHOUT LIMITATION, ANY CLAIM OR CLAIMS FOR BODILY INJURY OR DEATH OF ANY PERSONS AND FOR ANY LOSS OR DAMAGE, FOR ANY LOSS OR DAMAGE TO PROPERTY, AND FURTHER INCLUDING WITHOUT LIMITATION, ANY CLAIM OR CLAIMS ARISING OUT OF THE PRESENCE, SERVING OR USE OF ANY ALCOHOLIC BEVERAGES AT THE RICE HARVEST FESTIVAL.**

**Vendor agrees to the following:**

- Will keep the booth(s) open, manned, and maintained in a clean and professional manner during the Katy Rice Harvest Festival hours of 10:00 AM to 7:00 PM Saturday and noon to 6:00 PM Sunday. On Saturday evening, vendors can stay open past 7:00 PM. Booth set up begins at 6:30 PM. Friday and 6:30 AM. Saturday. **Booths may not be dismantled before 6:00 PM on Sunday.** Any Vendor failing to keep his/her booth open, manned, and maintained in a clean and professional manner during the entire event and/or removing his/her booth from said event prematurely without the permission of the Katy Area Chamber of Commerce will forfeit his/her right to occupy a vendor booth space at the 2018 Katy Rice Harvest Festival. **Please remember that vehicles cannot be used to dismantle booths Saturday night or to set up booths Sunday morning.** This is a safety and liability issue and will be strictly enforced.
- **Will have all vehicles out of the Katy Rice Harvest Festival Area by 8:30 AM Saturday, October 14<sup>th</sup>.** NO VEHICLES ARE ALLOWED IN THE KATY RICE HARVEST FESTIVAL AREA AFTER 8:30 AM SATURDAY AND BEFORE 6:30 PM SUNDAY. VEHICLES ARE SUBJECT TO TOWING AT THE OWNER'S EXPENSE AND THE VENDOR BOOTH MAY BE REMOVED. **The downtown streets within the Festival will be blocked from 6:00 PM Friday, October 13, 2017 through Sunday, October 15, 2017.** **All Vendors must follow the guidelines provided in their confirmation package for entrance to the Festival to unload and load their booth.** **Vendors must unload their vehicles and immediately move their vehicles to the offsite parking to enable other vendors access to their Vendor Booths. This rule will be strictly enforced.**

- Will wait until a Katy Rice Harvest Festival official approves re-entry after **6:30 PM** Sunday evening. At this time, vehicles may enter the Katy Rice Harvest Festival Area through their proper entry gate.
- Will keep and leave the leased booth space(s) clean and clear of refuse by placing trash in appropriate receptacles.
- Will remain in the assigned booth space and not move fences or any other barriers that have been placed to contain the Katy Rice Harvest Festival Area. **Will not conduct any business from the festival aisles.**
- Will provide any tables, chairs, loading equipment, display material, protective covering, sanitation supplies, etc. that are needed by vendor.
- Will assume complete liability for occurrences within or around the booth(s) and will provide any insurance coverage required by Lessor.
- Will post Certificate of Registration in the booth and follow the vendor requirements outlined in the Vendor Application and Contract
- Food vendors will operate all food booths in conformance with all applicable Harris County Department of Health regulations. All booths must be maintained in a clean and professional manner.
- Will wear official vendor wristband in order to be admitted to the Katy Rice Harvest Festival without charge. **Failure to wear appropriate official vendor wristband will result in the vendor being charged a gate admission fee.**
- Will abide by all of the rules of the Katy Rice Harvest Festival including, but not limited to, those referring to vehicular traffic and items that may be sold.

**The undersigned lessor (Katy Area Chamber of Commerce):**

- Will furnish a space for lessee's use as a booth.
- Will assume no responsibility for Workman's Compensation, FICA, or other withholding taxes for any and all employees or agents that work in the booths and shall not be responsible for sales tax.
- Reserves the right to approve for each booth the items offered for sale, distribution, or display in order to avoid excessive duplication. No booths will be leased for garage sale type merchandise.
- Reserves the right to locate exhibitors for the maximum benefit of the Katy Rice Harvest Festival Committee and its visitors.
- Will assume no responsibility for items left at the Katy Rice Harvest Festival site.
- Will provide no parking for trailers or RVs.
- **Will provide a maximum of six vendor badges or wristbands per vendor. Additional festival wristbands must be purchased from the Chamber. Vendor booth staff and volunteers do not receive complimentary admission. Up to 6 additional vendor wristbands may be purchased for half price (\$5.00/each) for each vendor booth prior to 5:00 PM on October 11, 2017.**

**I/we agree to the guidelines and conditions in this contract. In addition, I/we declare that the information above is true and complete. I/we understand that all contracts and applications must be completed, signed, and paid for in full before being accepted by the Katy Rice Harvest Festival Committee. I/we further understand that this application and contract will not be considered to be valid until all information has been provided, payment received in full, fully executed contract and Lessee notified of acceptance.**

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Lessee's Authorized Signature

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Date

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Committee's Authorized Signature

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Date

# 37th Katy Rice Harvest Festival

## Electrical Requirements for Food Vendor Booths

Booth Number:

Vendor Name:

Food vendors must accurately disclose their electrical needs. Any needs beyond the standard configuration of 2 - 120v 20 amp outlets will result in an additional charge for electrical services by our electrician. We reserve the right to prohibit the use of any equipment that puts an excessive draw on our electricity as it will impact our other food vendors. We encourage you to reach out to us well in advance of the Katy Rice Harvest Festival and discuss any electrical issues for your booth.

Electrical Equipment:

Description	Watts (if known) *	Amps (if known) *	Voltage *	Plug Type	Special hookups / Comments

Each 120v circuit will be 20 amps

Standard Configuration: 2 120v 20amp outlets

Include photograph for undecipherable plug types.

\* This information can regularly be found on the name plate on the back or the underside of the

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

Date: \_\_\_\_\_

# 37th KATY RICE HARVEST FESTIVAL

## October 14 - 15, 2017

