



Non-Profit Vendor Application 2017 Special Events

TO APPLY FOR CONSIDERATION:

A completed Vendor Application and two photos of your booth (including signage) must be submitted six weeks prior to event date.

NOTIFICATION OF ACCEPTANCE:

Applicants will be notified via email of all approved items/services and other information regarding the event at least four weeks before event date.

DEFINITION OF NON-PROFIT VENDOR:

A non-profit vendor is a vendor that plans to participate in a Parks & Recreation Special Event as a method to market its organization. The vendor must be a 501(c)3 organization – and be prepared to bring a copy of its status, should the organization be asked. Exceptions for the 501(c)3 status will be made if evidence is provided that the organization has an ample history of charitable work in the Pearland area.

Non-profit vendors may give away items or sell items if used as a fundraiser for the organization. Paying food, craft and novelty vendors will take priority in providing items for sale.

OPPORTUNITY FOR FREE BOOTH SPACE:

Non-profit vendors have the option at most events to provide a certain number of volunteer hours throughout the year in exchange for free booth space. Non-profit vendors will receive a \$20 credit toward the cost of their booth fee for each volunteer hour worked. Volunteer hours can be provided by one person or a number of people from the non-profit organization. Special Events staff will meet with the non-profit vendor to arrange how and when the volunteer service hours can be performed. Volunteer service hours must be performed within one year of event date. If volunteer service hours are not fulfilled within one year the non-profit vendor will be responsible for payment of the booth fee minus a \$20 credit for each volunteer hour served.

ITEMS/SERVICES:

Pearland Parks & Recreation reserves the right to deny the sale or give-away of any particular item or service. In such an instance, the vendor will be contacted to discuss alternatives. No non-commercial forum is permitted. Vendors can only disseminate: name of their organization, location/address, regular business hours, information (name of events, dates, times, locations) about their upcoming events. Anything else is not permitted. A confirmation of all approved items/services will be provided, along with notice of acceptance prior to the event.

Exclusivity is not guaranteed; however, every effort will be made to prevent an overabundance of similar products or services from being sold or given away.

The sale of raffle tickets is prohibited at Pearland Parks & Recreation Special Events. While we understand raffles are a popular money making tool for many organizations, it is not feasible for event management to guarantee all raffles are in compliance with the Charitable Raffle Enabling Act, Chapter 2002 of the Texas Occupations Code. If a raffle does not meet the specific requirements set forth in the Occupations Code, it is illegal and participation, as a buyer or seller, creates the risk of criminal liability under the gambling provisions of Chapter 42 of the Texas Penal Code. Non-profit vendors may raffle an item that attendees enter at no cost to themselves (for example, door prizes or a raffle of a jar of jelly beans may be accepted as long as there is no fee or purchase required to participate).

BOOTH SPACE/LOCATION:

Booth space will consist of 100 square feet of operational space (10' x 10'). If you need larger booth space, you must seek approval from event coordinator. All events are outdoors. Vendors will also have the opportunity to promote your company/business on-site with coupons, menus, promotional materials and name-identified uniformed employees. Booth location is determined by Pearland Parks & Recreation and is non-transferable.

EQUIPMENT/ELECTRICITY:

Vendors are responsible for providing all operational equipment, including but not limited to: tables, chairs, canopies, tents, generators, etc. Vendors must bring their own power supply and extension cords. For safety reasons and the amount of noise generators produce, generators are not allowed at all events. Prior approval by event coordinator is required in order to use a generator.

DECORATIONS:

All decorations must be tasteful and reflect the theme of each individual event. No combustible decorations shall be located under cooking tents. Decorations in all tents that are not used for cooking, shall be limited to combustible decorations on 10 percent of walls and ceilings unless treated with flame retardant criteria of NFPA 701.(IFC 2404.2). Decorations must be within boundaries of allotted booth space. The ground, pavement, walls, poles, etc., surrounding booth space must not be damaged or defaced in any way. If vendor damages any event property, in any way (nails, staples, paint, etc.), vendor agrees to pay damages therein.

MARKETING/PROMOTION:

Vendors agree that all marketing and promotional material will be distributed ONLY from assigned booth location. No member of the organization is to distribute information verbal or printed more than five feet from the assigned booth space. Violating this policy will cause your organization to be dismissed from the event grounds without a refund. In addition, your organization will not be allowed to participate in future City sponsored events.

VENDOR BEHAVIOR:

Vendors agree to behave in a professional manner or be dismissed from the event grounds without a refund. Any vendor suspected of smoking, alcohol or drug usage during the event, set-up or take-down will be dismissed from the event without a refund. Excessive complaints (two or more) from event participants, staff, or patrons will result in dismissal from the festival grounds without a refund. In addition, your organization will not be allowed to participate in future City sponsored events.

EVENT HOURS:

Vendor agrees to operate throughout all hours of the event and agrees to remain in booth until official closing time. **If vendor arrives past the specified set-up time for the event, vendor will not be allowed admittance and a refund of the deposit and booth fee will not be given. If a vendor does not show up on the day of the event this will result in a forfeit of your deposit and booth fee will be retained.**

GENERAL SUPERVISION:

Vendor is an independent contractor and retains the sole right to control and/or direct the manner in which the services described herein are to be performed and details of all work performed by the vendor, its employees and representatives. Subject to the foregoing, Pearland Parks & Recreation retains the right to inspect the progress of the work performed by the vendor. Pearland Parks & Recreation has the limited right to stop the work, to prescribe alterations and generally oversee the work only to insure its conformity with that specified herein. Pearland Parks & Recreation's general oversight is in no way intended to assume control or to direct the details of the vendor's work, which duties remain solely with the vendor.

DISCLAIMER:

The event will be held rain or shine to the best abilities of the Pearland Parks & Recreation Department. Pearland Parks & Recreation makes no representation as to the number of potential event attendees and assumes no liability for any financial loss due to vendor's operation at the event.

INDEMNITY:

VENDOR SHALL PROTEST, DEFEND, INDEMNIFY AND HOLD THE CITY OF PEARLAND AND ALL THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS, THE EVENT SPONSORS AND THEIR AFFILIATES FREE AND HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, CAUSES OF ACTION, SUITS OR OTHER LITIGATION (INCLUDING ALL COSTS THEREOF AND ATTORNEY'S FEES) OF EVERY KIND AND CHARACTER ARISING AGAINST THE CITY OF PEARLAND AND ALL THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS, THE EVENT SPONSORS AND THEIR AFFILIATES OR ANY THIRD PARTY (INCLUDING BUT NOT LIMITED TO, PERSONNEL FURNISHED BY VENDOR OR ITS VENDORS AND SUBCONTRACTORS OF ANY TIER) ON ACCOUNT OF BODILY INJURY (INCLUDING DEATH) OR DAMAGE TO OR LOSS OF PROPERTY IS CAUSED BY THE NEGLIGENCE, GROSS NEGLIGENCE, WILLFUL ACTS OR CONDUCT AND/OR STRICT LIABILITY OF VENDOR, ITS VENDORS OR SUBCONTRACTORS OR ANY OF THEIR RESPECTIVE OFFICERS, DIRECTORS OR EMPLOYEES, OR ANYONE OR MORE OF THEM IN CONNECTION WITH THE EVENT.

I have read and agree to the contents of the City of Pearland non-profit vendor information that has been provided.

Vendor Signature

Printed Name

Date



2017 NON-PROFIT VENDOR APPLICATION

Organization Name: _____

Contact Name: _____

Phone: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Alternate Contact: _____ Phone: _____

Are you a 501(c)3 tax-exempt organization? Yes No

Check the box of volunteer hours and check the box for the event you wish to submit an application.
All events are held outdoors.

Date	Event	Fee (check fee or hours)	# of Booths
October 31, 2016	Trick or Treat Trail	\$500 or 25 volunteer hours	
January 28, 2017 9 a.m. – 5 p.m.	Winterfest	\$500 or 25 volunteer hours	
May 5 – June 30, 2017 7 – 9 p.m.	Concerts in the Park	\$150 or 7.5 hours per concert Check the dates you would like to have a booth at: May 5 May 12 May 19 May 26 June 2 June 9 June 16 June 23 June 30 <small>(Due to the limited amount of space only two non- profit vendors will be accepted per concert)</small>	
July 4, 2017 6 – 10 p.m.	Celebration of Freedom	\$500 or 25 volunteer hours	

NON-PROFIT ITEM/SERVICE DESCRIPTION

Please list any and all items or services you wish to be considered to be sold or distributed.

Items or Services to be Sold or Given Away & Description	Price, if applicable



NON-PROFIT VOLUNTEER COMMITMENT

Organization Name: _____

Contact Name: _____

Phone: _____ Email: _____

_____ agrees to provide Pearland Parks & Recreation _____ number of
Organization # of hours
volunteer hours by _____ **or pay a booth fee of** _____
date booth fee

Event Name	Event Date/Shifts Available	# of Volunteers for each shift	Completed
<p><u>Kid Fish Fest</u> Why? During Kid Fish Fest we rely on volunteers to help with registration, preparing bait, checking out fishing poles and more. Who? Virtually anyone from 15 years of age and older can volunteer to help.</p>	<p>November 5, 2016 Shift: 8 a.m. - 2 p.m.</p>		
<p><u>Christmas Tree Lighting</u> Why? During Tree Lighting we rely on volunteers to help with the snow hills, hospitality areas, and the carriage rides. Who? Virtually anyone from 15 years of age and older can volunteer to help.</p>	<p>December 2, 2016 Shift: 6 - 11 p.m.</p>		
<p><u>Winterfest</u> Why? During Winterfest we count on volunteers to help with registration, tickets, games, refreshments, contests, decorating and much more! Who? Virtually anyone from 15 years of age and older can volunteer to help.</p>	<p>January 28, 2017 Shifts: 8:30 a.m. – 1 p.m. 12:15 – 5:30 p.m.</p>		
<p><u>Daddy Daughter Date Night</u> Why? On the Friday prior to the event we are looking for volunteers to help decorate the tables, photo backdrops, entry ways, etc. On Saturday during the event we are looking for volunteers to help with registration, games and post event clean up. Who? Virtually anyone from 15 years of age and older can volunteer to help. Don't worry if you're not the best decorator there are plenty of other things to do.</p>	<p>February 25, 2017 Shifts: Event Set up: 9 a.m. – 12 p.m. Event: 5 – 10 p.m.</p>		

<p><u>Paws in the Park</u> Why? We are looking for volunteers to help with race set up, along the race route, registration, and much more! Who? Virtually anyone from 15 years of age and older can volunteer to help.</p>	<p>March 25, 2017 Shift: 7 a.m. – 11 a.m.</p>		
<p><u>Earth Day Celebration</u> Why? We are looking for volunteers to help with first aid, assist with inflatables and other entertainment activities and much more! Who? Virtually anyone from 15 years of age and older can volunteer to help.</p>	<p>April 22, 2017 Shifts: 8 a.m. - 12 p.m. 11 a.m. - 3 p.m.</p>		
<p><u>Concerts in the Park</u> Why? We need volunteers to assist with surveys and door prizes. Who? Virtually anyone from 15 years of age and older can volunteer to help.</p>	<p>Dates: May 5,12,19 & 26 June 2, 9,16, 23, & 30 Time: 6:15 – 9 p.m.</p>		
<p><u>Celebration of Freedom</u> Why? During the Celebration of Freedom we count on volunteers to help with decorating, games, shuttle loading and unloading and much more. Who? Virtually anyone from 15 years of age and older can volunteer to help. When signing up to volunteer at this event please keep in mind the extreme heat this time of year.</p>	<p>Dates: July 3 - 4, 2017 Shifts: July 3; 8 a.m. – 12 p.m. July 4; 5 – 11 p.m.</p>		

****volunteer shifts are subject to change. All volunteer shifts must be approved by the Volunteer Coordinator before the event. Shifts are awarded typically on a first come basis.**

I have read and agree to the contents of the City of Pearland non-profit vendor information that has been provided.

Vendor Signature

Title

Date

Printed Vendor Name

Office Use Only

Company Name: _____

Date Received: _____ **Staff Initials:** _____

Circle One Vendor Approved Vendor Denied

Hours Scheduled: Yes No

Date Notified _____ **Staff Initials** _____

Things to Know Sent _____ **Staff Initials** _____

Comments:

