



Spring Festival

March 24, 2018 10:00 a.m. – 5:00 p.m.

Vendor Registration Form

First Name: _____ Last Name: _____
 Business Name: _____
 Telephone: _____ email: _____
 Website/Facebook/Twitter/Instagram/other: _____

Description of merchandise or services to be sold:

Additional comments or needs for booth (ex. electrical outlet):

Signature: _____ Date: _____

Card | Cash | Check # _____ PAID AMT \$ _____

Notes:

Detach here, this document serves as a receipt

PAID AMT \$ _____

Fees and payment

\$25 (HEP members) / \$50 (non-members) Card, Cash or Check* payable to **Houston Expat Pro**. One 6ft. table and two chairs included (according to availability). Vendors provide any additional set up equipment and/or decorations. Contact us for pricing on oversized booths. Bring or mail this form to Hillary Roy (830.928.5856, hillward@gmail.com) 14207 Ella Lee Lane Houston, TX 77077 by February 24, 2018 *Returned Check fee = \$25, checks non-refundable after 02/24/18.

We commit to promoting your business with a link to your website from <http://houston-expat-pro.com/en/> and with a printed program for guests the day of the event that will include your business name. We ask that in turn, you commit to promoting this event on your site (flyer coming soon).

We also ask that, when possible, you tie your goods or services into the Spring Festival theme (consider upcoming holidays such as Easter, Mother's Day, Father's Day). Feel free to use lots of color for your booth!

Event details

Date and time: Saturday March 24, 2018 from 10:00 a.m. – 5:00 p.m.

Location: Lycée International de Houston (LIH) 15950 Park Row Dr, Houston, TX 77084

Set up Friday from 6:30 p.m. – 8:30 p.m. and Saturday morning at 9:00 a.m. to be ready by 10:00 a.m. Vendor commits to occupying their booth until 5:00 p.m. Clean-up to be completed and doors closed by 7:00 p.m.

Houston Expat Pro will not be held responsible for loss, theft, injury or private property damage during the event. All vendors must be legally authorized to sell goods and/or services in the US.