

VENDOR REGISTRATION FORM	
Name	
Business Name	
Phone/Cell	
Email	
Mailing Address/City/State/Zip	
Description of products(s) being sold	

VENDOR SPACE INFORMATION	
Cost is \$30.00 and includes (1) 6ft table, two chairs Cost for students, Student organizations and TAMU-CC departments will be \$25.00 per table (extra tables available for additional \$30.00 per table)	
Number of tables **Nothing may be hung on walls	1 table <input type="checkbox"/> 2 tables <input type="checkbox"/>
Do you need electricity? Yes <input type="checkbox"/> NO <input type="checkbox"/> <i>(Not Guaranteed) Vendor must provided own extension cord</i>	

PAYMENT INFORMATION	
Total Due: _____ Checks payable to: Texas A&M University-Corpus Christi	Checks may be mailed to: Texas A&M University – Corpus Christi 6300 Ocean Drive, Unit 5783 Corpus Christi, TX 78412-5783 Cash and checks will also be accepted in person at the University Center, Room 215.

FOR OFFICE USE ONLY-PLEASE LEAVE BLANK	
Payment received _____	Booth Assignment _____

Indemnification

(please print first and last name on the line)

_____ agrees and hereby indemnifies and holds harmless the **Board of Regents for and on behalf of the Texas A&M University System and Texas A&M University-Corpus Christi**, officers, employees, and agents from and against any and all claims, losses, damages, including consequential damages, causes of action, suits and liability of every kind, including all expenses of litigation, court costs and attorney’s fees, for bodily injury, sickness, disease or death of any persons, or for damages to any property to the extent arising out of my presence on and utilization of A&M-CC premises or facilities by this organization and or its participants or students. This indemnification shall be in full force and effect until time of such statute of limitations may have run as to any and all possible charges, claims, and/or allegations that might be filed against A&M-CC, and will not apply to the extent harm/damage is caused by the negligence of the indemnified parties.

I have read and agree to abide by the terms and conditions as listed in the Arts & Crafts Vendor Guidelines:

Signature _____ Date _____

Islander Lights Arts & Craft Show Rules & Regulations

Show Information:

- Friday, November 30, 2018, 4PM – 7:30PM
- Set up starts at 3:00pm. All vendor items must be removed no later than 8:30pm
- Fee \$30.00 for outside vendors
- Fee \$25.00 for students, student organizations and TAMU-CC departments.

Registration:

- Registration due by 5:00 PM on Friday, November 15, 2018.
- **Student Organizations, TAMU-CC departments only may pay via credit or debit at https://tpg.tamucc.edu/C20207_ustores/web/classic/store_main.jsp?STOREID=9.**
- All others may pay with checks or cash. Payments may be mailed to
- **Texas A&M University – Corpus Christi
6300 Ocean Drive, Unit 5783
Corpus Christi, TX 78412-5783**
- **Cash and checks will also be accepted at the University Center, Room 215**
- **Checks made payable to TAMU-CC**
- TAMU-CC reserves the right to use photos and descriptions of vendors' items to enhance event advertising and publications

Booth Information:

- Single Booth – 6ft. Cost for extra tables is \$30.00 per table.
- Booths are assigned. TAMU-CC reserves the right to assign space and sales location(s) to any registered vendor. TAMU-CC may assign space and/or sales location(s) to registered vendors selling similar merchandise.
- The committee reserves the right to relocation of booths and crafter/artisans at its own discretion. The show will attempt to limit relocation, however if the need arises, your cooperation is appreciated.
- You may request an electrical outlet for your space, however it is not guaranteed. Vendors must provide their own extension cords.
- Displays, decorations, storage, etc. cannot exceed the allotted booth space.
- Vendors are required to have an attendant at their table for the entire time.
- All sales must be done within your booth space – no roaming arts and craft sales will be allowed.
- Vendors are not guaranteed exclusivity; other vendors may have similar items for sale.

Products:

- Only hand-constructed wares are to be sold. No commercial products are permitted.
- No trademarked brands may be sold on products.
- The registered exhibitor must have constructed a majority of each item.
- Committee members will investigate questionable wares; if found to be commercial items, sellers will be asked to remove those items found in violation and/or removed from the show with NO REFUND.
- If you are unsure as to the status of your products, it is your responsibility to contact the show coordinator prior to the show.
- You may not conduct any type of entertainment activities (i.e. face painting, sand art, clowns, etc.)

Credit cards:

- If a vendor accepts payments cards (such as credit or debit cards bearing the logo of Visa, MasterCard, American Express, Discover, or JCB) as a form of payment on the TAMU-CC campus in the course of providing goods or services related to this contract, the vendor will be responsible for the security of all cardholder data that it stores, processes, or transmits. This requirement applies whether the cardholder data is in electronic format or in written/printed hardcopy format.
- Vendor may use own "Point of Sale" device, for example "Square". University will not provide WIFI.
- University employees who are also vendors may not use university WIFI.

Food Products:

- No food or beverage products, fresh or premade, may be sold.

Time Line

- Show will open at 4 PM so faculty and staff may have the opportunity to shop. Islander lights will begin at 5:30 PM and conclude at 7:30 PM.
- Set up will start at 3:00 PM Must be ready for business by 4 PM.
- Unloading may be done at the entrance of the University Center (curve). Once unloading is completed please move your vehicle.
- Parking for vendors will be in the Parking Garage.
- Packing up area must be completed by 8:30 PM
- Vendors may not break down their booth prior to the conclusion of the event. (7:30PM) Vendors who leave early, will be subject to losing their space for next year's Craft Fair

No Show:

- If you do not check-in by 3:00 PM on Friday, November 30, 2018 or have not contacted the show that you will be late, you will be considered a "NO SHOW" and your booth will be reassigned. No refunds.

Refunds:

- Refunds are available ONLY if vendor cancels prior to November 15th before 5:00PM.

Pets:

- No pets will be allowed in University buildings, except for service animals as defined under applicable law.

Raffles/Gambling:

- No raffling or gambling is permitted on campus grounds.

Reselling Booths:

- Booths may NOT be resold by a crafter/artisan at any time. Any indication of a resold booth will result in permanent termination from the show and all future shows with no refund.

Committee/Staff:

- Abuse of committee/staff/volunteers is unacceptable.
- When addressing committee/staff/volunteers do not use profanity or derogatory remarks or physical intimidation.
- Abuse of show staff or volunteers will result in permanent termination from the show and all future shows.