

**HERITAGE FESTIVAL
BOOTH SPACE LEASING INFORMATION/CONTRACT**

DATE/TIME: SATURDAY, OCTOBER 26, 2019, 10 a.m. to 4 p.m. (no admission charge).

LOCATION: Republic of Texas Plaza Park at Wayne Gray Sports Complex, 5117 North Main Street, Baytown, Texas.
DIRECTIONS FROM I-10: Take I-10 to Baytown and take Exit No. 793 (North Main Street). Turn south on North Main and drive 1.9 miles. The park will be on your right and sets between Archer Road and Cedar Bayou-Lynchburg Road.
DIRECTIONS FROM HIGHWAY 146: Take Highway 146 North to Baytown. After you cross over the Fred Hartman Bridge go **straight** on 146 North (do NOT veer right on 146 Business). Take the North Main Street Exit. Turn left on North Main and drive 2.2 miles. The park will be on your left and sets between Cedar Bayou-Lynchburg Road and Archer Road.

SET-UP AND TEAR-DOWN: Set-up is Saturday, October 26, 2019, 7:30 a.m. to 9:30 a.m. Booth Space Lessee ("Lessee") must furnish their own set-up (i.e. tables, chairs, etc.) and tent or freestanding display that will withstand wind, rain and crowds—**plastic coverings are highly recommended as there is little shade and always the chance of rain.** Electricity is NOT provided; however, quiet generators are permitted. Lessee will be responsible for assembling his display and for cleaning up his area at the end of the day. **Due to pipe railing around the park, vehicles will not be able to drive on the grass to unload; however, you will be able to unload at the entrance to the park to bring your merchandise in. As soon as you have unloaded and before you start setting up, please move your vehicles to the far south of the paved parking lot. This will allow other vendors room to unload their items and allow shoppers a closer place to park.**

Tear down will begin immediately after the festival ends at 4 p.m.—no booth should be disassembled prior to that time. Failure to comply will remove you from our mailing list.

FEES/INFO: Spaces lease for \$35 each if **paid by Saturday, October 12, 2019.** After October 12, spaces will lease for \$45. Arts and Crafts spaces are approximately 10' x 10' and food spaces are approximately 12' x 20'. Sales tax collection and payment is Lessee's responsibility. Booth location(s) will be mailed to Lessee **approximately** one week prior to the Festival.

Lessee Selling Food/Drink Items (including prepackaged items): Lessee **MUST** obtain a Temporary Food Permit **NO LATER THAN 48 HOURS PRIOR** to the festival from the Baytown Health Department, 220 West Defee, Baytown, TX 77520, telephone (281) 420-5384. To download a Temporary Food Permit Application, visit www.baytown.org. **Health Inspector will check every booth at the festival.** To avoid duplications, only pre-approved menu items can be sold. Please list all the items you wish to sell on the form below. Menu items will be accepted on a first-come first-serve basis.

Inclement Weather Clause: If the festival is canceled in advance due to inclement weather, all space fees will be rolled over to the next Heritage Festival. If the event is held and is rained out while in progress, no refunds will be issued. The event will continue operation during rain except when it is determined that the weather impairs safety of the public or event staff.

The Baytown Historical Preservation Association ("BHPA") reserves the right to prohibit sales or distribution of any and all printed or other items which may be considered objectionable to the organization. In accordance with the City of Baytown Ordinance, **no pets or alcohol are allowed in the park. Please note that the sale or dispersal of the following products is also prohibited: hair paint (any hair paint must be applied by the Lessee); Silly String; explosives/fireworks, including throw-down poppers; and confetti eggs.**

LIABILITY: Lessee agrees to hold BHPA and the City of Baytown and its agents harmless from any and all liability whatsoever.

Business Name: _____

Contact Person: _____ **Phone No.:** _____

Address: _____ **City/State/Zip:** _____

Email Address: _____ **Check if you WILL be bringing a generator:**

Items to be sold and/or displayed: _____

Booth Space:

Quantity:

_____ booth space(s) @ \$35 each = \$ _____

_____ booth space(s) @ \$45 each if postmarked AFTER October 12, 2019 = \$ _____

I have read the above Booth Space Leasing Information and agree to the terms and conditions thereof.

Signature: _____ **Date:** _____

(This contract must be signed and dated)

Make checks payable to BHPA and mail to:
Baytown Historical Preservation Association
P. O. Box 1244
Baytown, TX 77522-1244

For additional information: phone 281.421.2099 (leave message), e-mail festival@baytownhistory.org or visit www.baytownhistory.org