



**Dear Applicant:**

Thank you for your interest in the 2024 Festival of Trees Market, the premier holiday-only market designed specifically for crafters. We are excited to invite you to showcase your unique products at the event.

The market will run from Friday, November 22 (Preview Party) through Sunday, November 24, and Friday, November 29 through Sunday, December 1, 2024, at the prestigious Sam Houston Race Park. This is a prime opportunity to highlight your products to a diverse audience and gain valuable exposure.

We value your hard work and creativity, which is why we do not collect any percentage of your sales. We aim to provide a platform for you to display your creations and help you connect with potential customers.

If you have any questions, please do not hesitate to contact the Festival of Trees office at (713) 962 - 0450. Our team is available to address any concerns and provide any necessary support.

Please note that applying does not guarantee acceptance into the Market. Our Review Committee will carefully review your photos, and we will notify you of space availability within two to four weeks.

Thank you for considering the Festival of Trees Market as a platform to showcase your unique creations. We look forward to working with you and helping you grow your business.

Sincerely,

The Festival of Trees Review Committee

10510 Harwin Dr, Houston, TX, 77036 | (713) 962-0450 | [houstonfestivaloftrees@gmail.com](mailto:houstonfestivaloftrees@gmail.com)  
[houstonfestivaloftrees.com](http://houstonfestivaloftrees.com)

Sam Houston Racetrack – Pavilion Center – an Indoor Venue

Vendor may select either or both sessions.

Marketplace operating schedules:

**Session 1:** November 22, 6:00p - 8:00p (Preview Party); November 23-24, 10:00a - 8:00p; Vendors required to stay until at least 5:00p.

Booth must be setup and ready for display to the public by 4:00 pm on November 22<sup>nd</sup>.

**Session 2:** November 29-30, 10:00a - 8:00p; December 1, 10:00a - 3:00p; Vendors required to stay until at least 5:00p on November 24-25.

Booth must be setup and ready for display to the public by 10:00 am on November 29<sup>th</sup>.

Vendor may leave booth in place between sessions. Feztival of Trees will not be liable for any unattended items.

The Feztival of Trees Marketplace is open during the Feztival of Trees event operating hours.

All applications must be received by September 15<sup>th</sup>, 2024, either by email at [houstonfeztivaloftrees@gmail.com](mailto:houstonfeztivaloftrees@gmail.com) or mail to the following address:

Arabia Shriners  
Attn: Feztival of Trees Chairman, Ben LaBlanc  
10510 Harwin Dr.  
Houston, TX 77036

The Feztival of Trees is a festive holiday event. Holiday-centric vendors will be given priority.

Booth assignments will be confirmed via email after payment in full has been received along with Vendor's Texas Sales Tax Resale or Exemption form (if applicable).

Company Name \_\_\_\_\_ Years in Business \_\_\_\_\_

Vendor Representatives \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ This number can receive text messages Y  N

Company Facebook/Instagram Page \_\_\_\_\_

Vendor Website Address \_\_\_\_\_

Please check up to **two categories** that best describe your merchandise for listing in promotional materials.

Apparel	Children	Gourmet Food	Men	Pets
Accessories	Christmas/Holiday	Home Decor	Monogram	Sports
Beauty	Garden	Jewelry	Novelty	Tableware
Candles	Gifts	Leather Goods	Ornaments	Toys

Description and retail pricing of merchandise to be sold:

All booth spaces are 10 feet by 10 feet. Rental fees are as follows:

One Session (Session 1/Session 2, circle one), number of booths \_\_\_\_\_ x \$200 = \_\_\_\_\_

Both Sessions (Session 1 and Session 2), number of booths \_\_\_\_\_ x \$300 = \_\_\_\_\_

Total \_\_\_\_\_

Booth electric is available and supplied as one, 110 V receptacle, 10 Amp max per booth

Booth preferences cannot be guaranteed. Availability is on a first-paid basis. Feztival of Trees Chairman reserves all rights to move vendors and adjust layout if needed.

Please refer to the floor plan for booth layout.

Session 1: 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

Session 2: 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

**BOOTH:**

The Festival of Trees Marketplace does not provide tables, Wi-Fi, chairs, carpet, or extension cords. The venue will be maintained at low light levels to highlight the Christmas trees. Vendors should consider supplying additional work or display lighting for their booth(s). Booth electric charge applies.

All vendor materials must remain inside of assigned space.

Sam Houston Racetrack provides 24 hours/7 days a week security. Access to booth spaces during non-operating hours is not permitted. Firearms are not permitted on the premises for sale or carry.

**TERMS of PAYMENT**

To reserve booth space, payment must be made in full. This payment is non-refundable after October 15<sup>th</sup>, 2023, no exceptions.

**SUBLETTING of SPACE**

No Vendor may assign, sublet, or appropriate any part of their assigned space. Offering goods, soliciting, or taking orders on behalf of another party is prohibited.

**LIABILITY and HOLD HARMLESS**

Vendor agrees to protect, hold harmless and indemnify The Festival of Trees, its sponsor Arabia Shriners, their officers, directors, volunteers, and employees from any loss, damage, or injury to Vendor's goods or visitors to Vendors booth. Vendor assumes the entire responsibility for any claims, losses, damages to person or property, governmental fees or fines, attorney fees arising from or caused by Vendor's installation, removal, maintenance, occupancy, or use of the assigned space(s). Vendor further acknowledges that neither The Festival of Trees nor, its sponsor Arabia Shriners, provides any insurance coverage for Vendor's property or liability, and it is the sole responsibility of the Vendor to obtain insurance coverage for business interruption, property damage, theft, vandalism, or other losses.

**ERECTING and DISMANTLING of BOOTH MATERIALS**

Move-in, booth erection, booth removal and move-out are the sole responsibility of the Vendor.

**MAXIMUM BOOTH DISPLAY SIZE**

All Vendor materials shall conform to the assigned booth space and shall not restrict visual or physical access to adjacent Vendors or infringe upon adjacent access aisle ways. Booths shall not exceed 8' in height without the written permission of the Festival of Trees Chairman or his designated representative.

**FOOD, DRINK and DISTRACTING ODORS and SOUNDS**

The cooking or sale of hazardous food items, as defined by the City of Houston, is prohibited. The sale and display of alcoholic beverages is prohibited. No Vendor may generate sounds, exhibit behavior or emit odors from their booth that distract or otherwise interfere with the operations of other vendors, the event or the facility. Vendor agrees that the decision to remove or relocate a booth is at the sole discretion of The Festival of Trees Chairman, whose decision is final.

**AMENDMENTS**

All matters not specifically covered by the preceding rules and regulations shall be subject to the sole decision of the Festival of Trees Chairman. All amendments made hereto shall be binding on all Vendors.

Vendor hereby agrees to the rules and regulations of the 2024 of Feztival of Trees Marketplace as described herein.

Please make checks payable to:

Arabia Shriners Feztival of  
Trees 10510 Harwin Dr.  
Houston, TX 77036

Authorized Signature

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

To pay with alternative methods, please contact Feztival Chairman, Ben LaBlanc at 608-617-9775.

Marketplace use only:

Approved: \_\_\_\_\_

Session 1 \_\_\_\_\_ Session 2 \_\_\_\_\_ Assigned Booth(s) \_\_\_\_\_

