



SUGAR LAND ARTS FEST FOOD VENDOR APPLICATION

THE FOLLOWING APPLICATION IS TO RESERVE A FOOD SPACE FOR SUGAR LAND ARTS FEST, WHICH IS BEING HELD AT SMART FINANCIAL CENTER AT 18111 Lexington Blvd, Sugar Land, TX 77479 ON APRIL 26th and 27th 2025. (THE "EVENT "OR "FESTIVAL")

COMPANY NAME: _____

BOOTH NAME (IF DIFFERENT THAN COMPANY): _____

CONTACT NAME: _____ **CELL**

PHONE: _____ **ALTERNATE PHONE:** _____ **STREET**

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

EMAIL: _____

WEBSITE: _____

TWITTER: _____

FACEBOOK: _____

INSTAGRAM: _____

Sending in an application does not guarantee acceptance; Vendor will be notified if they are invited to participate at the Festival. Vendor can submit via email (AELLIS@SPECTRUMFCS.COM) or print/mail in completed applications to:

SPECTRUM EVENTS
ATTN: Andrew Ellis
27328 Spectrum Way
Oak Ridge North, TX 77385

DEADLINE: March 7th, 2025. ANY PAYMENTS MADE AFTER MARCH 7th WILL INCUR AN ADDITIONAL CHARGE OF 5% OF THE TOTAL OUTSTANDING BALANCE. ANY BOUNCED CHECKS WILL BE FINED \$50.

SPACE RENTAL AGREEMENT

Please read carefully. This space rental agreement (the "Agreement" or "Contract") will be enforced to ensure the best possible, profitable participation for all vendors.

Space Rental Fees

The space rental fee for a food booth will be based on a commission of sales.

Sales will be closed out daily and commissions will be paid at the final settlement on April 28th, the Monday after the event. Vendor should meet at the designated meeting spot to check out nightly. Vendor will turn in their iPad and a written inventory of total product sold nightly. Final check out will be Monday, April 28th between 10am and 12pm; this meeting is mandatory. At the final check-out Vendor will get back its cleaning deposit (if applicable), credit sales, credit tips, and settle any outstanding payments due.

Security and Cleaning Deposit

Vendors' initial security deposit will be returned to them only after visual inspection and written release by Spectrum management. This must be done in person on April 27th unless otherwise coordinated by Andrew Ellis.

Reasons for Immediate FORFEITURE OF DEPOSIT:

- Incorrectly disposing of any oils or coals (must be taken from the premises and disposed of safely by vendor).
- Not checking out with a Spectrum vendor coordinator nightly or the morning after the final show day.
- Driving on-site without an escort.
- Leaving litter and/or food debris in and around booth/truck.
- Cancellation by vendor more than a week after being accepted to participate.
- Contaminating a recycling or composting bin or dumpster with landfill trash.
- Disposing of grey water anywhere other than a grey water tank.
- Theft or deception, whether through inventory manipulation, POS manipulation, or by selling products not approved by Spectrum.

These actions shall be considered a material breach in which case Vendor will lose the right to their assigned space and will be escorted off the Event site. Vendor may be subject to additional fees if the infractions total more than the entirety of the security and cleaning deposit.

Hours of Operation

April 26th 10:00 AM – 4:00 PM & April 27th 10:00 AM – 4:00 PM; Times are subject to change.

Space Assignments

Spectrum has complete control of event diagrams and space assignment. Spectrum reserves the right to make modifications on Event diagrams that are believed to be accurate but only warranted to be approximate. Spectrum reserves the right to assign space in such a manner as it deems appropriate.

Authorizing Agent

Vendor will have an appointed agent or agents with full authority to represent Vendor in its business with Spectrum. This Agreement shall bind the respective parties and their representatives. Vendor may not assign its rights or delegate its duties without the prior written consent of Spectrum.

Assignment, Subletting of Event Space

Vendor shall not assign, sublet or share the event space allotted without the knowledge and written consent of Spectrum. No products, parts, accessories, or other goods, souvenirs, catalogs, etc. bearing names or other forms of advertising other than that of Vendor may be displayed. No firm or organization not assigned an event space will be permitted to solicit business within the Event areas. No non-food merchandise is to be sold unless approved by both Spectrum and the Parties.

Load In & Load Out

There will be a pre-Event meeting for on-site vendors Friday, April 25th. The load in will be on Friday, April 25th, 2025 divided by time and location on site determined at a date closer to the show. Load out must be on Sunday, April 27th, 2025, immediately following the show.

No vehicle movement two (2) hours before the show, during show, or until all patrons have left the concert premises.

Staff Credentials

Vendor will receive up to ten credentials per location for entry to the front of the house for working personnel. All working passes received are for legitimate working personnel only. Misuses, resale, or gifting is strictly prohibited and will be considered a material breach. Vendor will lose the right to their assigned space, will forfeit all deposits and fees, will be escorted off the site, and will be subject to a fine.

Support Vehicle Parking

Please list the exact dimensions and details of support trucks and trailers on Space Rental Breakdown Page. The more specific the information provided; the more likely Vendor will be able to park in reasonable proximity to operations. All other vehicles must be parked outside of the venue. If Vendor does not provide accurate information, there will NOT be space provided for that vehicle. No space is guaranteed. No personal parking will be available.

Security

General roving park security will be provided throughout the Event site. Should the vendor require dedicated spot security, said security shall be subject to Festival and Spectrum approval and will be the Vendor's responsibility.

Ordinances

Fire regulations, health, and other applicable ordinances must be observed. It is solely the Vendor's responsibility to comply with all applicable fire, health and other codes and ensure that they are observed. Vendor must also comply with all requirements imposed by Spectrum.

Health Permit

Vendor must follow all state, city, and county health code provisions. Spectrum will obtain a blanket health permit if possible; vendors may be required to pay a fee should the Health Department implement a fee. If Vendor has an existing local health permit, please send a copy with the application.

Propane

Vendor is required to abide by all fire safety laws set by the state, city, and county fire departments. Vendors are responsible for having required fire extinguishers, tanks, and hoses. Spectrum will obtain a blanket propane/tent permit if possible; Vendor may be required to pay a fee should the Fire Department or Buildings Department implement a fee.

Use of Space

Spectrum reserves the right to restrict exhibits because of safety, noise, method of operation, materials, or for any exhibit that, in the opinion of Spectrum, may detract from the general character of the Event as a whole. All equipment and heavy machinery must be cleared in advance with Spectrum staff. Spectrum reserves the right to prohibit any equipment that is deemed unsafe or appears unreasonable in Spectrum's judgment. Any demonstration or activity that causes annoyance to neighboring vendors such as flashing lights, noise, or result in the obstruction of walk space in the front or back of booth will not be permitted.

Signage

Spectrum will provide tented vendors with name and menu signage. Food Trucks are responsible for their own signage. Tented vendors are required to use the signage provided to them to keep a uniform look amongst concessionaires. Spectrum reserves the right to prohibit the display of any article that is not keeping in the nature and character of the Event. Vendor must submit a photo of the display area, cart, or booth intended for use during the event with this application.

Sale of Product

Vendor is responsible for all cash transactions, sales tax, and personal cash needs. Only products on the application can be sold. Vendors cannot charge sales tax in addition to the listed menu item price.

Vendor is prohibited from altering menu items or prices throughout the duration of the Event. Please ensure that all menu items are spelled correctly and listed on the application. The items listed on the application will be used to settle any disputes between Spectrum and Vendor regarding menu items and prices.

Vendor must continue to sell during the hours of operation. For every hour Vendor is not operating, whether it is a result of running out of food, an equipment issue, or failure to comply with local regulations, Vendor will be charged the "expected sales" based on the hours of business transactions prior to closure.

POS Tablet Rental

Spectrum will be renting tablets to vendors to use as their only points of sale. The tablets are equipped with an application to accept cash and credit to easily capture all sales records and enable vendors to accept all major credit cards. Only Spectrum tablets will be used, and Vendors must record both cash and credit card transactions on the system. Not ringing in cash transactions will be considered a material breach, in which case Vendor will lose the right to their assigned space and will be escorted off the Event site. The vendor may be subject to additional fees if the infractions total more than the entirety of the security and cleaning deposit. Each tablet rental is \$75. Spectrum customer service employees will enter the pre-approved menu into the application for all transactions. The tablet will be passed out before gates open. Should Vendor have any issues with the tablet, there will be a two-way radio at each vendor row that Vendor can contact Spectrum for support. At nightly close out, Vendor must turn in its tablets to secure

and re-charge. Credit card sales will be paid back to Vendor, minus the 5% merchant and processing fees during the final settlement.

Failure to turn in any associated parts to the tablets will result in the complete forfeiture of the security deposit and the cost for equipment replacement.

Menu Conflicts

Spectrum makes no claims nor intends to offer any vendor exclusivity on any item. Spectrum will contract with vendors based on what is best for the Event. Only items with the written consent of Spectrum can be sold.

Meal Tickets

Vendor must accept, without reimbursement, at least five (5) meal tickets created by Spectrum, redeemable at any time during Festival operations. Meal tickets will have vendor name, Spectrum, and show logos.

Beverages

A request to sell beverages other than pre-packaged drinks must be submitted in writing for approval to Spectrum. Vendor may not give away beverages as part of any offer to its customers. There will be a flat fee due for all homemade drinks.

Vendors wishing to sell pre-packaged water and soda may purchase bottled products from Spectrum at a price yet to be determined. The deadline to agree to participate in the beverage program is March 7th. (Please list your initial order of prepackage soda cases now; Vendor can purchase more on site during allotted times):

REGULAR: _____ **DIET:** _____ **LEMON-LIME:** _____ **WATER:** _____ **Menu**

List food & drink items to be sold EXACTLY as it should be printed.

MENU ITEM: _____ **MENU DESCRIPTION: (Vegetarian, Vegan, Gluten Free, etc.)** _____ **PRICE:** _____

MENU ITEM: _____ **MENU DESCRIPTION:** _____ **PRICE:** _____

MENU ITEM: _____ **MENU DESCRIPTION:** _____ **PRICE:** _____

MENU ITEM: _____ **MENU DESCRIPTION:** _____ **PRICE:** _____

MENU ITEM: _____ **MENU DESCRIPTION:** _____ **PRICE:** _____

MENU ITEM: _____ **MENU DESCRIPTION:** _____ **PRICE:** _____

Electrical

Electrical power will be provided on site by generator power. It is vitally important that Vendor complete the electrical form completely and accurately as additional power will NOT be available after the show build begins. NO vendor will be hard wired in. If vendor pulls more power than advanced and a string is tripped more than 2 times, Vendor will be fined \$500. In addition to the \$500 fine, Vendor may be charged an additional service fee by the power provider.

TYPE OF EQUIPMENT:

VOLTAGE:

AMPERAGE:

TYPE OF EQUIPMENT:

VOLTAGE:

AMPERAGE:

TYPE OF EQUIPMENT:

VOLTAGE:

AMPERAGE:

TYPE OF EQUIPMENT:

VOLTAGE:

AMPERAGE:

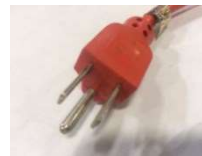
THE FOLLOWING ARE THE ONLY AVAILABLE PLUGS ON-SITE:



Nema #14-50R



Nema #21-30R



Nema #5-50R; normal plug

Plugs available are as follows; please check the appropriate one for your operation.

___ **50 amp RV. Nema # 14-50R, 3p 4w 125 /250 vac**

___ **30 amp. Nema # L21-30r receptacle, 5 wire 120/208 vac**

___ **20 amp. Nema # 5-20r**

THE DEADLINE FOR ALL POWER REQUESTS IS MARCH 7th. AFTER MARCH 7th, THE POWER COST WILL INCREASE BY 30%. AFTER April 1st, NO ADDITIONAL POWER REQUESTS WILL BE HONORED.

Vendors will be allowed to use their own generators for power and avoid any charge should they choose to do so.

Liability

Neither Spectrum, Sugar Land Cultural Arts Foundation, Sugar Land Arts Fest nor their respective parents, subsidiaries, contractors, directors, officers, managers, members, employees, affiliates, licensees, designees, representatives, and corporate sponsors (collectively, the "Spectrum Indemnified Parties") will be responsible for any injury, loss nor damage that may occur to Vendor's employees, agents, contractors, representatives, or property from any cause whatsoever. It is Vendor's responsibility to protect machinery, perishables, and exhibits so that no injury will result to the public visitors, guests, or persons, or property. If property does not appear to be properly maintained upon inspection by Spectrum, it will be promptly withdrawn from the Event site. All property of Vendor, including foodstuffs and other perishables is understood to remain in vendor's care, custody, and control in transit to, from, or within the confines of the Event area subject to the Agreement. Vendor, on signing the Agreement expressly release, hold, keep, save harmless and indemnify the Spectrum indemnified parties, named organizations and committees, and individuals from all claims for such a loss, damage, or injury. Vendor shall further release, hold, keep, save harmless, and indemnify the Spectrum Indemnified Parties from and all claims, damages, losses, expenses, or injuries that result from the acts or omissions of Vendor, its employees, and/or contractors.

Insurance

Vendor must obtain, carry, and keep in full force and effect appropriate insurance, including but not limited to (a) general liability insurance with limits of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, (b) automobile liability coverage in the amount of \$1,000,000 for owned or non-owned vehicles, and (c) either (i) workers compensation coverage or, (ii) if it has no coverage, then (1) proof of any waiver required by applicable law by each employee of Vendor regarding the absence of workers compensation coverage and (2) Vendor hereby agrees to indemnify the Spectrum Indemnified Parties for all liability to the Spectrum Indemnified Parties arising from the absence of such coverage. All such insurance policies must be issued by a qualified A- VII or better carrier as rated by A.M. Best, Inc. Vendor must provide Spectrum with certificates evidencing all such insurance no later than ten days prior to the date of the Festival. Address is 27328 Spectrum Way, Oak Ridge North, TX 77385 and such certificates must list the Spectrum Indemnified Parties as additional insureds.

Force Majeure

The Festival will be held at an outdoor venue, and therefore the holding of the Festival depends upon fair weather and appropriate governmental authorizations. Accordingly, Spectrum’s obligations under this Agreement shall be excused by acts of God such as fires, storms, lightning, floods, confiscations or restraints of governmental (civil or military), strikes or labor disputes, civil disturbances, or any other cause (including the threat of any of the foregoing), that is not within the reasonable control of Spectrum or not otherwise due to any negligence or willful misconduct of Spectrum (each of the foregoing, a “Force Majeure Event”). In case of cancellation of the Festival or unavailability of space at the Festival sufficient for Vendor’s purposes due to a Force Majeure Event prior to the Festival beginning, Vendor’s sole remedy will be to receive a refund from Spectrum of all amounts paid by Vendor to Spectrum as of the date the decision to cancel the Festival is made or the date Spectrum notifies Vendor that space will not be available due to a Force Majeure Event (in either case, the “Determination Date”), in both cases less any expenses already incurred by Spectrum in preparation for the Festival allocable to the booth assigned to Vendor, which Spectrum agrees to pay to Vendor within ten business days after the Determination Date. After the Festival has begun, any fees paid by or assessed against Vendor will not be reimbursed to Vendor and Vendor assumes the risk of such fees if the Festival should be cancelled due to a Force Majeure Event during the Festival.

Governing Law

This agreement shall in all respects be governed by the law of the State of Texas.

Binding

By signing this Agreement, Vendor acknowledges that all the terms of this Agreement shall be deemed binding onto Vendor.

Rules and Regulations

If Vendor does not follow the terms of this Agreement, set by Spectrum, this contract may be terminated. In the event of a default by the Vendor, Vendor shall forfeit as liquidated damages the amount paid by Vendor for the event space, regardless of whether or not Spectrum enters into a further lease for the event space involved.

Tent Rental

If you are not using a food truck, you must rent a tent from Spectrum. These will come with wood front facades, serving counters, side walls, and signage with your menu above the serving window in a 2’x10’ or 2’x20’ space. The menu will be your own but reflect the colors and theme of the event.

10’x10’ tent rental - \$195- _____
20’x10’ tent rental - \$290 - _____

SPACE RENTAL BREAK DOWN - SUGAR LAND ARTS FESTIVAL 2022

SECURITY CLEANING DEPOSIT _____ SPACE X \$500 / EACH = _____
PROPANE PERMIT _____ SPACE X \$TBD / EACH = _____
HEALTH PERMIT _____ SPACE X \$TBD / EACH = _____
POS RENTAL (1 PER 5' OF FRONTAGE) _____ \$75 / EACH = _____
HOMEMADE DRINK FLAT FEE _____ \$50/ EACH= _____
COMMISSION PERCENTAGE _____ 10% _____

SELECT ELECTRICAL NEEDS

20AMP 110-120 VOLT _____ PLUG X \$150 / EACH = _____
30AMP NEMA L21-30R _____ PLUG X \$400 / EACH = _____

50AMP NEMA 14-50R _____ PLUG X \$500 / EACH = _____

TOTAL DUE: _____

WILL YOU BE USING PROPANE? _____ HOW MANY CONNECTIONS WILL YOU HAVE? _____
ARE YOU OPERATING OUT OF A FOOD TRUCK? _____ IF YES, WHAT IS THE LENGTH OF THE FOOD TRUCK? _____
IF YES, WHAT SIDE IS THE SERVICE WINDOW ON? _____

NUMBER OF WRISTBAND CREDENTIALS REQUIRED: _____

WRITE ANY BACK OF HOUSE SPACE REQUIRED AND ADDITIONAL NOTES/REQUESTS (PLEASE INCLUDE TRUCKS AND SIZES):

PLEASE INCLUDE TWO PAST SHOW EXPERIENCE:

REFERENCE NAME 1: _____ PHONE 1: _____ SHOW 1: _____
REFERENCE NAME 2: _____ PHONE 2: _____ SHOW 2: _____

PLEASE INCLUDE THE FOLLOWING IN YOUR SUBMISSION: RESTAURANT/CHEF BIO, CHEF HEADSHOT, RESTAURANT LOGO, AND FOOD PIC.

SIGNED AND AGREED UPON:

SIGNATURE: _____ PRINT NAME: _____

COMPANY/RESTAURANT: _____ DATE: _____

DEADLINE: March 7th, 2025. Submitting and application does not guarantee acceptance. Upon written approval by Spectrum, vendor will have one week to submit all deposits and payments via cashier's check, money order, PayPal, or credit card. Please mail in cashier's checks or money orders to Spectrum Events, Attn: Andrew Ellis, 27328 Spectrum Way, Oak Ridge North, TX 77385. If you select to pay via PayPal an invoice will be emailed to the email address listed on the application.