

**FINAL DEADLINE FOR ALL APPLICANTS: FEBRUARY 15, 2010**

**Dear Food Vendor,**

Thank you for inquiring booth space at **The Houston Children's Festival presented by Baker Hughes**, *Houston's Official Celebration of Children, benefiting Child Advocates, Inc.*

***APRIL 10<sup>TH</sup> & 11<sup>TH</sup> 2010 ~ 10:30 am – 6:30 pm each day.***

An expected attendance of 50,000 plus will be filled with musical entertainment, family fun and great food (That's YOU!). Only twenty plus Food Vendors will be selected to participate in this year's event. Attached is detailed information on how to become a food vendor for **this event.**

As you will note, the Deadline for your application and deposit is ***February 15, 2010. However, applications received before December 31, 2009 will receive booth savings!***

Please review the enclosed information and give me a call with any questions. I look forward to talking with you and your company joining the team for **THE HOUSTON CHILDREN'S FESTIVAL 2010**

Sincerely,

*Leigh-Anne McQuitty*

Food & Beverage Director

Spectrum Catering, Concessions, and Events

PO Box 7130, The Woodlands, TX 77387 (mailing address)

27433 Robinson Road, Conroe, TX 77385 (physical address)

Click on the following link and Email me at [Lmcquitty@spectrumfcs.com](mailto:Lmcquitty@spectrumfcs.com)



**Booth fee savings**  
**if application & deposit received before**  
**December 31, 2009**

**HOUSTON CHILDREN'S FESTIVAL ~ April 10th & 11th 2010**  
**FOOD VENDOR APPLICATION**  
**PLEASE PRINT OUT THIS APPLICATION AND FAX TO SPECTRUM**  
**Attn: Leigh-Anne McQuitty ~ Fax: 1.866.399.7905**

COMPANY NAME \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
DAY NIGHT CELL FAX  
(Circle one)

ADDRESS \_\_\_\_\_ CITY STATE ZIP

ALTERNATE CONTACT \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
PHONE

**EMAIL ADDRESS – NOTE: ALL DOCUMENTS, CONTRACTS AND COMMUNICATION PERTAINING TO THE EVENT ARE SENT TO YOUR EMAIL ADDRESS LISTED ABOVE. IF AN ALTERNATE ADDRESS IS NECESSARY PLEASE PROVIDE BOTH.**

MENU ITEMS \_\_\_\_\_ PRICE (LIST IN COUPONS ONLY)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**BOOTH SPACE PREFERENCE FOR 2 DAYS:**

\_\_\_\_\_ \$995.00 All Locations if application & deposit is received before December 31, 2009

\_\_\_\_\_ \$1195.00 **Applications & deposits received after December 31, 2009**

\_\_\_\_\_ YES, I am interested in more than one booth location.

**ADDITIONAL NEEDS (Check if needed):**

\_\_\_\_\_ I will require propane \_\_\_\_\_ I will require additional electrical

Grill or pit size (if applicable) \_\_\_\_\_

List other special equipment needs: \_\_\_\_\_

DEPOSIT: Your application will not be approved until SPECTRUM has received your deposit fee of \$350. Check should be made payable to **SPECTRUM** and mailed to **PO Box 7130, The Woodlands, TX 77387** NO LATER THAN February 15, 2010.  
**Discount booth fee applies on applications & deposits are received before December 31, 2009.**

**PARTICIPATION AGREEMENT:**

If application is approved, \_\_\_\_\_ (vendor name) agrees to participate in THE HOUSTON CHILDREN'S FESTIVAL 2010 and to be responsible for all booth fees and additional incurred expenses. I understand that once I am accepted and my signed contract received, my Booth Deposit will NOT be refunded if I am unable to participate.

Signature \_\_\_\_\_ Title \_\_\_\_\_

**ALL BOOTHS INCLUDE:**

- 150 sq. ft. of operational space
- Includes: 10' x 10' tented area, plus 5 x 10 uncovered work area
- Counter on tented booth (if requested)
- Flooring
- On-site security throughout the event.
- Reserved parking and staff admission credentials.
- Opportunity to sell signature menu items.
- Opportunity to promote your company on-site with coupons, menus, promotional materials and name-identified, uniformed employees.

**BOOTH FEES:**

**\$995.00** All Locations if application is received *before December 31, 2009*

**\$1195.00** *Applications & deposits received after December 31,2009*

**ADDITIONAL COSTS:**

City of Houston Health Permit: **\$ 60 per day.** *An additional \$10.00 administrative and technology fee will be charged for each permit (fee became effective November 12, 2007)* **Total \$130.00 for 2 days.**

**PROPANE:** Propane is allowed for cooking. All state and city regulations must be followed. Vendors are responsible for costs of all propane gas used, service fee and state equipment inspection. The Propane Service Fee and Propane Usage Costs will be deducted from your settlement report at the conclusion of the event.

**PROPANE FEES:**

- *Propane Service Fee: \$150.00*
- *Propane gas usage cost as used.*

**ELECTRICAL:** Booth lighting is included in the booth fee. All other electrical needs are arranged on an individual basis with The Festival power supplier and costs are deducted from your final settlement report at the conclusion of the event.

All electrical needs must be arranged with the event power supplier in advance.

**Pricing for additional electrical:**

**30 amp 120 volt - \$50.00**    **30 amp 208 volt - \$100**

**50 amp 208 volt - \$150.00**    **70 amp 208 volt - \$175**

**100 amp 208 volt - \$225.00**

**All prices are for single phase. Three phase quoted upon request.**

**GRILLING:**

Grilling is permitted and vendors are required to adhere to standard Fire Department codes.

## **FOOD VENDORS MAY NOT SELL BEVERAGES**

### **TO APPLY FOR CONSIDERATION:**

Complete the Food Vendor Application and mail it, along with your deposit check of \$350.00 to Spectrum Catering, Concessions, and Events PO Box 7130, The Woodlands, TX 77387. Your application and deposit check must be received before the final deadline February 16, 2009. Applications/deposits received before December 31, 2009 discount applies.

### **METHOD OF SELECTION:**

THE HOUSTON CHILDREN'S FESTIVAL 2010 can only accept a limited number of Food Vendor Partners. Vendors are selected based upon professionalism, experience and menu selection, compatibility and diversity.

### **MENU ITEMS AND PRICING:**

Each vendor should offer a no more than three menu items. Menus are approved on the basis of diversity and to maintain exclusivity in each food area. All food sales are paid for by coupon only. Coupons are then redeemed by vendor. The food vendor will receive a check for 90% of net sales (less any additional charges). Checks can be picked up two days after redemption or will be mailed on request.

### **NOTIFICATION OF ACCEPTANCE:**

Applicants will be notified of their status on or before **February 16**. Vendors who are accepted will receive a contract and further detailed information. Remaining balance fees, any additional propane and/or electrical fees, insurance and contract will be **due by March 25, 2010**

### **DEPOSIT FEE:**

If you are unable to participate in the event, your deposit fee will NOT be refunded once you are accepted as a Food Vendor and your signed contract has been received. If you are NOT accepted as a Food Vendor, your deposit check will be returned to you no later than **February 28, 2010**.

## **IMPORTANT VENDOR INSURANCE INFORMATION!!!**

### **VENDOR INSURANCE:**

Prior to the event, vendors must show proof of General Liability insurance (\$500,000 per occurrence) and add The HOUSTON CHILDREN'S FESTIVAL, SPECTRUM CATERING AND CONCESSIONS, CHILD ADVOCATES, INC., AND THE CITY OF HOUSTON as additional insured. A sample certificate will be in your vendor contract for your insurance carrier to use when preparing your insurance certificate for the event. Must be received no later than March 25<sup>th</sup>, 2010. NO EXCEPTIONS!

### **VENDOR INFORMATIONAL MEETING**

At this "*one-stop shopping*" meeting, vendors can meet with representatives from the City Health Department, City Electrical Department, the event propane vendor and Houston Fire Department. Vendors will also receive their Food Vendor Handbook and staff credentials. Meeting held at the Greater Houston Convention & Visitors Center, 1st floor of City Hall building, 901 Bagby, from 2:00pm to 4:00pm March 25<sup>th</sup>, 2010 (this date may change) in the large conference room.