



Vendor Registration / Responsibilities
PLEASE PRINT LEGIBLY

Name: _____

Address: _____

Phone: Home: _____ Cell _____

Email: _____

Legal Company Name _____

Responsibilities of Vendors:

- Vendor will receive and must mail/distribute **50 promotional postcards**
- Vendor must stay through entire event including setup/breakdown – area must be left as it was at setup
- Vendor must donate a door prize **and** a grand prize valued at atleast \$10.00
- Reservation is confirmed when both payment and signed contract are received. Payment can be made via PayPal, check or credit card. Please request invoice at events@houstonwahms.org.

Make checks payable to: HoustonWAHMs

- Vendor is responsible for all sales and taxes.
- Vendor is responsible to comply with their company's rules and regulations for sales transactions at vendor shows.
- Vendor is an independent agent and is renting space for the show. HoustonWAHMs does not guarantee sales, and assumes no liability for the action of the vendor.
- All vendors will receive an 8 ft. round table with no table skirting. You must cover our own table; venue does not provide table linens. Venue will provide chairs; please indicate if you need more than 2 per booth space.



Event Information:

The American Legion – South Houston Post 490
11702 Old Galveston Road
Houston, TX 77034
281-481-1179

Event: Saturday, April 25, 2009

Indoor Event

Time: 7:30 a.m. – 5:00 p.m.

Event will run from 9:00 a.m. – 4:00 p.m. Set up available at 7:30; breakdown from 4:00 – 5:00 p.m.

Fee: **\$50.00** for Members, **\$85.00** for Non-Members until February 28, 2009

Fee: **\$75.00** for Members, **\$100.00** for Non-Members after February 28, 2009

I agree that I am fully in compliance with my company's rules and regulations in regards to shows and displays. If for any reason I am found to be non-complaint, HoustonWAHMs reserves the right to close my booth space without refund of any monies.

Guests must park in designated parking area on the South side of the building ONLY. The use of tacks, nails, or staples to affix function decorations is prohibited. We MAY NOT block any of the three (3) Fire Exits with tables, chairs or decorations. This is a strict Houston Fire Code Regulation. The Post will not be held responsible for items left in the Hall following the event or be responsible for accidents, personal injuries or damages to automobiles in the parking lot.

I fully understand that neither HoustonWAHMs, Holly Munsinger nor The American Legion / South Houston Post 490 are responsible for the loss, theft or damage of any items, property or monies I bring into the hall for this event. I have been informed that I should keep all monies on my person, not in a cash box, which may be accessible to others.

If I have any issues regarding theft or problems during the event, I have been informed to contact Holly Munsinger **DIRECTLY** and **IMMEDIATELY**, it will then be brought to the attention of the Hall management.

Signature of Vendor _____
Printed Name of Vendor _____
Company Represented _____ (limit one per booth)
Date signed _____



Accepted by WHAMS

Signature WHAMS Representative _____

Printed Name of Representative _____

Date Accepted _____

Form must be received back either by fax or mail within 5 business days of reserving your booth space. Booth space is not guaranteed until both payment and vendor forms are received. Please call to confirm fax received within 2 hours of sending fax.

Fax to: 281-350-2765

Or by mail to:
HoustonWAHMs
Holly Munsinger
22303 Bridgestone Palm Ct.
Spring, TX 77388