



Harris County Water Control and Improvement District 110

Forest Oaks Swim and Racquet Club

Forest Oaks Park

Trunk or Treat Vendor Fair Registration Form

Forest Oaks and Harris County Water Control and Improvement District No. 110 (WCID110) are excited to invite vendors in our community to participate in our annual Trunk or Treat event on Saturday, October 25 from 5 – 10 p.m. at Forest Oaks Park. The vendor fair will be open from 5 – 7 p.m. in the park as part of the event. Registrants for the vendor fair must complete this registration form, pay the registration fee, provide a certificate of liability insurance and sign the indemnification and waiver of liability. All forms and payments must be submitted to the Forest Oaks Swim and Racquet Club admin office no later than Friday, October 17 by 6 p.m. Vendor registration fee is \$20. Acceptance of vendors for participation is solely the discretion of Forest Oaks.

Trunk or Treat Event information

- **When:** Saturday, October 25 from 5 – 10 p.m. The vendor fair will end at 7 p.m.
- **Where:** Forest Oaks Park – 627 Cypress Oaks Dr., Spring, TX 77388
- **Arrival/Set-up time:** All vendors must arrive between 3 – 4 p.m. and will be located outside the main park entrance in the grass space next to parking lot. Vehicles can be left in legal parking spots in that parking lot for duration of the event.
- **Equipment provided:** Forest Oaks cannot provide tables or chairs for this event due to the size and scope of Trunk or Treat. No power is available, but vendors are allowed to bring their own generator provided it is in proper working order and doesn't create a significant noise issue.
- **End of vendor fair:** At 7 p.m., Trunk or Treat games and activities end and participants will move to the back of the park for an outdoor movie and our haunted trail. Vendors may leave the event after 7 p.m. All vendors are responsible for cleaning the immediate area around their booth and discarding of all trash in a trash can or in the dumpster located near the front of the park along the park road.
- **Booth space:** Each vendor will have an area of 10'x10' but no more than 12'x12' along the park road or in the immediate area of the park road on as level ground as is available. Shade is not guaranteed for all booths and vendors are allowed to bring their own tent.

Vendor Information

Vendor Name: _____ Permission to share information: Yes No

Vendor Email: _____ Vendor Phone: _____

Vendor Mailing Address: _____

Crafter or Business Name (*if applicable*): _____

Vendor Website or Storefront website (*if applicable*): _____

What type of items are you selling: _____ Are you making/selling food items: Yes No

If you plan on selling any type of food item, Food vendors are REQUIRED to have a current Harris County Health Permit (we ARE sometimes inspected by Harris County Health Inspectors). A copy of the certificate must be attached to this registration form and the original copy MUST be visibly displayed at all times.

Vendor Agreement of Expectations

Please review and initial each statement below acknowledging that you are aware of and agree to the expectations of all vendors participating in this event. Any vendor that does not meet these expectations can be denied participation in the event or asked to leave the vendor fair immediately.

- _____ Vendor understands that by participating in this event, the vendor is not an employee or representative of WCID110 or Forest Oaks. This registration form does not constitute a contract for employment or any responsibilities by WCID110 for compensation, insurance, or liability coverage.
- _____ Vendor understands that this registration form, the registration fee of \$25, and the indemnification and waiver of liability must be submitted by Friday, October 11 by 6 p.m.
- _____ Vendor understands that only handcrafted items may be sold at the event. Handcrafted can include the use of machinery to create an item. Resale of items is not allowed.
- _____ Vendor understands that WCID110 / Forest Oaks must be aware of and approve all products/items being sold and those items must be listed on this form or submitted in writing prior to the event.
- _____ Vendor understands that they must arrive between 3 and 4 p.m. on Saturday, October 26 to setup their own space and be ready for the event to start at 5 p.m. The park drive-in gate will be closed at 4 p.m. and no vehicles can enter the park.
- _____ Vendor understands that all registration fees are non-refundable. In the event of inclement weather impacting the event, partial refunds may be given at the discretion of the WCID110 / Forest Oaks District Manager.
- _____ Vendor understands that they must provide their own table/chairs/tent and WCID110 is not responsible for any damages or losses to vendor equipment or items.
- _____ Vendor understands that they must not pack up and/or leave before close of fair at 7 p.m. and are responsible for taking down their space and cleaning the area immediately around their space.
- _____ Vendor understands their information can be used for communication before, during, and after this event and that the contact information will NOT be provided to or shared with anyone else for any purpose without WCID110 consent. If consent is granted, information may be added to the District website and social media sites.
- _____ Vendor understands that while driving in the park, the speed limit is no more than 10 mph and event participants may be on the park road.
- _____ Vendor understands that if using a generator and it is either not working properly or creating a noise issue (decided at the discretion of WCID110 / Forest Oaks Staff), they may be asked to turn it off for the remainder of the event. A fire extinguisher is required if using a generator or similar item.
- _____ Vendor understands that if their availability changes and they are unable to attend the event, they will email office@hcwcid110.com and notify the event coordinators.
- _____ The vendor is responsible for complying with all federal, state, and city laws and regulations including obtaining the proper sales permits and the vendor is responsible for any taxes related to the sale of items.
- _____ The sale of any type of alcohol, tobacco, electronic cigarettes type device, or similar type item is prohibited.
- _____ Vendors or their employees or representatives are not allowed to be under the influence of alcohol or drugs, consume alcohol during the event, or smoke cigarettes in the event areas. E-cigarettes are allowed.

INDEMNIFICATION AND WAIVER OF LIABILITY

All vendors must complete the complete Indemnification and Waiver of Liability form as part of the registration. Please review and initial each statement.

_____ **Waiver: The vendor acknowledges that they are aware of the risks and voluntarily participate in the event. The vendor assumes responsibility for any injuries, property damage, or loss that may occur to them or their property.**

_____ **Release: The vendor agrees that the release is as broad as permitted by law and is governed by the laws of the relevant jurisdiction. If a court finds a clause invalid, the remaining provisions of the release are not affected.**

_____ **Acknowledgement of risks: The vendor acknowledges and assumes the risks involved, such as heavy lifting, exposure to an outdoor setting, heat or cold weather conditions, inclement weather conditions, and uneven ground and footing.**

By signing below, I accept total responsibility on behalf of myself, my business, my employees and to abide by the rules and regulations set forth on this vendor agreement. Furthermore, I accept and will adhere to all the policies and regulations of Harris County WCID No. 110 Parks & Recreation Facilities. I am aware that any violation of written regulations can result in immediate suspension of operations.

THE USE OF AND VENDING AT THE FOREST OAKS SWIM & RACQUET CLUB FACILITY AND PARK IS AT MY OWN RISK. I DO HEREBY FOR AND ON BEHALF OF MYSELF, MY EMPLOYEES, MY BUSINESS, MY HEIRS AND LEGAL REPRESENTATIVES RELEASE, ACQUIT AND FOREVER DISCHARGE HARRIS COUNTY WCID NO. 110, ITS DIRECTORS, OFFICERS, REPRESENTATIVES, CONSULTANTS AND EMPLOYEES FROM ANY AND ALL CLAIMS AND POTENTIAL CLAIMS, DEMANDS, AND INJURIES, DIRECT OR INDIRECT, ARISING FROM OR RELATED TO MY USE OF THE FACILITY AND ACTIVITIES DURING THE USE OF HARRIS COUNTY WCID NO. 110'S FACILITY, PARK AND THE AMENITIES AND ALL SUCH CLAIMS AND POTENTIAL CLAIMS ARE HEREBY WAIVED AND RELEASED.

Vendor Signature: _____

Date: _____

Vendor Printed Name: _____

HCWCID110 District Manager: _____

Date: _____

Please send all registration forms to:

Forest Oaks Swim & Racquet Club
Attn: District Manager
19023 Joanleigh Dr.
Spring, TX 77388

WCID110 / Forest Oaks Contact Information

Admin Office Phone: 281-353-0998

Office email: office@hcwcid110.com

Website: www.wcid110.com

Event website: <https://www.wcid110.com/trunk-or-treat>

Trunk or Treat Event Coordinators

Denise Simples, Office Manager

Carlee Nava-Schmidt, Aquatics Manager

Brian Mills, District Manager