



Harris County Water Control and Improvement District 110

Forest Oaks Swim and Racquet Club

Forest Oaks Park

Easter 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 Easter event on Saturday, March 28 from 10 a.m. - noon at Forest Oaks Park. The vendor fair will be open from 10 a.m. – noon but vendors may stay until 2 p.m. in the park as part of the event if they choose. 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, March 27 at 5 p.m. Vendor registration fee is \$20. Acceptance of vendors for participation is solely the discretion of Forest Oaks.

Easter Event information

- **When:** Saturday, March 28 from 10 a.m. to noon. The event will end at noon but vendors may stay in the park until 2 p.m. if they choose.
- **Where:** Forest Oaks Park – 627 Cypress Oaks Dr., Spring, TX 77388
- **Arrival/Set-up time:** All vendors must arrive between 8-9:30 a.m. We will do the vendor outside of the main walk-in gate off of Cypress Oaks next to the parking lot. This will provide all event participants to walk by booths and allow for easier set-up and take-down. We will dedicate one parking spot per vendor to park in the main parking lot. Additional vehicles will have to unload and then park in a legal spot somewhere else.
- **Equipment provided:** Forest Oaks will provide divider ropes between booths. Vendors must provide all other equipment needs (tent, tables, chairs, displays). It is recommended vendors have a tent as there is very little shade in this area.
- **End of vendor fair:** At noon, the games and activities end and participants will more than likely start to leave the park. Vendors may leave the event at noon but may choose to stay until 2 p.m. if they choose. Please use caution while leaving the parking lot. 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'. Booth areas will be blocked off with rope barriers.

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 \$20, and the indemnification and waiver of liability must be submitted by Friday, March 27 at 5 p.m. either in-person or through the mail.

_____ 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 8 – 9:30 a.m. on Saturday, March 28 to setup their own space and be ready for the event to start at 10 a.m. One dedicated parking spot will be allowed per vendor application. Any additional vehicles may unload but must park legally somewhere else.

_____ 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 noon but may stay until 2 p.m. if they choose 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.

_____ 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>

Event Coordinators

Denise Simples, Office Manager
Carlee Nava-Schmidt, Aquatics Manager
Brian Mills, District Manager