



**Crosby Fair & Rodeo Association**  
**P. O. Box 1546**  
**Crosby, TX 77532**  
**(281) 328-2113**

## LETTER OF INVITATION

Dear Potential Vendor/Exhibitor;

Please accept this letter as our invitation to participate in the Commercial Exhibits during the 2018 Crosby Fair & Rodeo. We would welcome you as a participant. Crosby Fair & Rodeo is a non-profit organization operating solely for the benefit of Crosby area youth and education. It is our desire to assist in the continuing education of those youth and to encourage participation in the various agricultural programs available to them.

You will note when reading the new application and rules that a minimum of changes have been made for the 2018 event. It is our sincere belief that these changes are for YOUR benefit as well as our own. Past experience has forced us to make changes in the manner of payment of fees, notification of who is responsible for taxes, etc. We like to think of this event as YOUR EXHIBITION and your opportunity to exhibit your merchandise. Therefore, we welcome all constructive comments and/or suggestions. We LEARN from experience and appreciate the input of our exhibitors.

A few items should to be mentioned:

1. CF&R will sell all ice, carbonated drinks and bottled water to all vendors. Payment should be made at time of delivery. All vendors will be required to sell these products for the same price as those established by the Main Concession Stand.
2. A deposit of 25% of total cost will hold your assigned spot until Wednesday, May 15<sup>th</sup>. The balance of all funds is due by that date or deposit will be forfeited unless we have been notified of cancellation by May 31, 2018.
3. There is normally a 'Pee-Wee Rodeo' on Saturday morning. If you desire to open early for that, please feel free to do so.
4. All vendors will be located under the livestock pavilion and will not be able to set up until noon on Thursday, June 7<sup>th</sup>. We will do everything possible to get you in earlier, but livestock has to be removed and pens torn down prior to vendors setting up!
5. All spaces will be leased on a 1<sup>st</sup> paid - 1<sup>st</sup> served basis except for returning vendors. They will have their old spaces if so requested. There will be no extra charge for corner spaces.

6. There will be a minimum number of spaces available other than those under cover this year! The carnival will be located in the South parking lot and all other areas will be utilized for parking.
7. We do have an additional pavilion area that can be utilized in case of overflow. All spaces should provide enough ceiling height to allow for erection of tents, etc.

Should you have any questions, please do not hesitate to call the Crosby Fair & Rodeo office at 281-328-2113. The office is open on Tuesday, Wednesday, & Thursday of each week. Office hours vary, so be sure and call ahead! Also, please feel free to call me or Assistant Chairs listed below:

Shane Welch 281-924-9000; e-mail is [mshanewelch@yahoo.com](mailto:mshanewelch@yahoo.com)

Billy Nash 713-829-4708

Looking forward to having you in 2018!

*Shane Welch*

Chairman-Commercial Exhibits Committee

Crosby Fair & Rodeo



**CROSBY FAIR & RODEO ASSOCIATION  
RODEO COMMERCIAL EXHIBITOR  
RENTAL AGREEMENT  
281-328-2113 (office)**

**Commercial / Food Committee**  
Shane Welch 281-924-9000  
[mshanewelch@yahoo.com](mailto:mshanewelch@yahoo.com)  
Billy Nash 713-829-4708

I, \_\_\_\_\_ known here as Exhibitor (Lessee) and acting as an official representative of \_\_\_\_\_

**NAME OF VENDOR/EXHIBITOR**

do hereby agree to rent exhibit space in or around the exhibit area of the Crosby Fair & Rodeo Association from June 7, 2018 thru June 9, 2018. Exhibitor further agrees to pay the sum of \$\_\_\_\_\_ for the space listed below. **Food and ride vendors/exhibitors must attach a copy of their Product Liability Ins. Certificate. Sales Tax Permit #:** \_\_\_\_\_

**PLEASE NOTE THAT SOUTH SIDE VENDORS WILL HAVE DIRECT EXPOSURE TO CARNIVAL AREA!**

<u>Food or Merchandise Trailer Space (Under Arena)</u>	<u>Price per Space</u>	<u>\$ 950.00</u>
<u>12' x 15' space under livestock show area for food/merchandise vendor</u>	<u>Price per Space</u>	<u>\$ 200.00</u>
<u>Two (2) 10 amp electrical outlets</u>	<u>Price per Space</u>	<u>NC</u>
<u>220 amp electrical service (30amp service only)</u>	<u>Price per Space</u>	<u>\$ 40.00</u>

**Total Amount Due for 3 Day Event: \$ \_\_\_\_\_**

**THE TOTAL AMOUNT DUE SHALL BE RECEIVED BY THE CROSBY FAIR AND RODEO ASSOCIATION IN THE FORM OF CASH, CASHIERS CHECK, CREDIT CARD OR MONEY ORDER NO LATER THAN 5:00 PM, WEDNESDAY, MAY 17, 2017. FAILURE TO COMPLY WILL RESULT IN IMMEDIATE CANCELLATION OF THIS CONTRACT! ABSOLUTELY NO PERSONAL CHECKS WILL BE ACCEPTED!**

*Please accept our sincere 'Thank You!' on behalf of the youth of our area.  
We appreciate your support of Crosby Youth and Education.*

List items to be sold, distributed or displayed. Items not listed cannot be sold without prior approval of the Commercial Exhibits Chairman or his designated representative:

1<sup>ST</sup> CHOICE: \_\_\_\_\_ 2<sup>ND</sup> CHOICE: \_\_\_\_\_

OTHER ITEMS: \_\_\_\_\_

**Crosby Fair & Rodeo Association reserves the right to limit duplication of items, or delete questionable items to be sold or given away.**

Provide a complete list of electrical appliances to be used. Any requirements above 10 amps may be obtained by contacting the Commercial Exhibits Chairman or his designated representative: \_\_\_\_\_

\_\_\_\_\_

I acknowledge that I have received and read the policies and general information governing exhibitors and use of the premises of the Crosby Fair & Rodeo Association and agree to abide by all such information and policies.

Agreed on the \_\_\_\_\_ day of \_\_\_\_\_, 2018. Lessee: \_\_\_\_\_

Legible **PRINTED** name

Phone: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_, State \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Approved and Accepted by the Crosby Fair & Rodeo Association by: \_\_\_\_\_

Signature: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Date/Time Received: \_\_\_\_\_ Balance Remaining: \_\_\_\_\_

**This contract is not effective until accepted and signed by an officer/agent of the Crosby Fair & Rodeo Association.**

**PLEASE READ GENERAL INFORMATION AND POLICIES ON 2<sup>ND</sup> PAGE OF THIS CONTRACT!**

**GENERAL INFORMATION AND POLICIES  
RULES AND REGULATIONS  
CROSBY FAIR AND RODEO ASSOCIATION  
COMMERCIAL EXHIBITORS**

MAILING ADDRESS: P.O. Box 1546 Crosby, TX 77532

LOCATION OF EVENT: CF&R Arena & Grounds, 14920 FM 2100, Crosby, TX 77532

DATES & TIMES:

Thursday, June 7, 2018 (move in)

**2-4pm**

Thursday, June 7, 2018

6pm-10pm (vendor may open earlier & remain open longer if so desired)

Friday, June 8, 2018

6pm-10pm (vendor may open earlier & remain open longer if so desired)

Saturday, June 9, 2018

6pm-10pm (vendor may open earlier & remain open longer if so desired)

There should not be any vehicles in the booth area after 4pm Thursday.

**Vendors may restock booths during the (2) hour period before the above stated hours.** After stocking, all vehicles must immediately be moved to a designated parking area. Security will be provided from 5:00pm Thursday, June 7 through Saturday, 9 June 2018. Vendors are encouraged to remove their merchandise on Saturday night. Vendors wishing to extend their operating hours must contact the Commercial Exhibits Chairman or his designated representative and an additional charge may be assessed.

**The Vendor agrees as follows:**

1. Booths must be occupied by a single business only. Vendors representing different businesses may not share booth space.
2. Crepe paper or any other highly flammable materials will not be permitted.
3. All vendors using heat of any kind will be required to keep a full fire extinguisher on hand at all times.
4. Booths must be staffed during show hours.
5. All taxes are the sole responsibility of the Vendor. If vendor is selling merchandise to the public, vendors Sales Tax Permit must be prominently displayed in the vendor booth space.
6. To hold the Crosby Fair & Rodeo Association, its officer, directors, agents, and volunteers free of any and all liability what-so-ever.
7. Additional service may be purchased by contacting the Commercial Exhibit Chairman. There will be an extra charge of \$40.00 for 220v, 30amp service.
8. To be responsible for all extension cords and adapters.
9. To use no more than their allotted space. Vendors found using more than their allotted space will be charged for an extra booth. There are absolutely NO outside sales allowed. Vendor will not be able to attract patron by standing outside their designated space, using horns or any other similar instruments.
10. Ice, carbonated drinks and bottled water will be sold to vendors by the Crosby Fair & Rodeo Association. Vendor will not be allowed to bring ANY ice, carbonated drinks, bottled water or beer. Coffee, tea, specialty drinks and lemonade will be allowed to be sold in vendor booths.

**No refunds, no cancellations, NO EXCEPTIONS.**

Vendor assumes complete liability for all occurrences within the booth space or with immediate customers.

Vendor agrees **NOT** to sell any alcoholic beverages.

Vendor agrees **NOT** to sell any lighters or weapons of any kind including pocket knives. **THIS INCLUDES ANY ITEM WHICH FIRES A PROJECTILE BY ANY MEANS THAT IS CAPABLE OF BREAKING LIGHT FIXTURES, BULBS OR PRODUCING ANY KIND OF INJURY TO AN INDIVIDUAL!**

Vendor agrees **NOT** to sell any T-shirts, caps and/or any item bearing the Crosby Fair & Rodeo Association logos.

Vendor agrees to provide any tables, chairs or other display material, which may be needed. Rental items (tables & chairs) will NOT be available from the Crosby Fair & Rodeo Association.

Vendors understand that there may be various entertainments inside and outside the Commercial Exhibitor area and there will be some noise from this entertainment. The purpose of this entertainment is to build traffic to the vendor booths. Excessive noise by the vendors is NOT permitted.

Vendors selling food to the public will be required to prominently display their health permit and should be aware that the Harris County Health Department will be inspecting their booths.

No vendor will be allowed to ask patrons to provide names, addresses or any other personal information that will result in the changing of long distance phone service.

**Miscellaneous:**

- This contract shall not become effective until accepted by the Crosby Fair & Rodeo Association. There will be no changes or additions after this agreement has been approved by an agent of the Crosby Fair & Rodeo Association.
- Vendor will provide his/her own trash cans and clean up inside his/her own booth space daily.
- The Commercial Exhibit Chairman or his designated representative will make periodic inspections of booth space. Any items, which are of concern, may be removed from your booth space and will not be allowed to be sold for the duration of the event.
- All vendors and their employees must conduct themselves in an appropriate, business-like manner at all times. Failure to comply with this rule will be grounds for eviction without refund.
- Vendor will pay for all Workman's Compensation, FICA or withholding taxes for any and all employees or agents that work in their booths and any and all sales taxes required by federal, state or local law.
- All food booths are required to have a Food Permit. If you have food in your booth, contact the Harris County Health Department for further instructions at (713-274-6300) or write to: Harris County Health Dept., 101 South Richey Suite G, Pasadena, TX 77506.
- Crosby Fair & Rodeo Association reserves the right to reject any contract for any reason.
- Vendors leaving items in or about their booth space or remaining on the grounds after 12:00 noon on Sunday, June 10 for any reason will be charged an addition fee of \$50.00 per day for storage.

**KEEP THIS INFORMATION FOR YOUR RECORDS**