



VENDOR REGISTRATION FORM

Islander Lights Arts & Crafts

Texas A&M University-Corpus Christi
University Center, Lonestar Ballroom

November 17, 2023 4 PM – 7:30 PM

VENDOR REGISTRATION FORM	
Name	
Business Name	
Phone/Cell	
Email	
Mailing Address/City/State/Zip	
Description of products(s) being sold	
VENDOR SPACE INFORMATION	
Cost is \$40.00 and includes (1) 6ft table, two chairs Cost for students, student organizations and TAMU-CC departments will be \$25.00 per table (extra tables available for additional \$30.00 per table- LIMITED DOUBLE TABLES)	
Number of tables **Nothing may be hung on walls	<input type="checkbox"/> 1 table <input type="checkbox"/> 2 tables
Do you need electricity? <i>(Not Guaranteed) Vendor must provide own extension cord</i> <b style="text-align: center;">Yes No	

PAYMENT INFORMATION	
Total Due: _____ Payable with check or online with credit card at: https://tpg.tamucc.edu/C20207_ustores/web/store_main.jsp?STOREID=59 Full payment must be received no later than November 10, 2023	Checks payable to: Texas A&M -Corpus Christi Checks mailed to: Texas A&M -Corpus Christi 6300 Ocean Drive, Unit 5783 Corpus Christi, TX 78412-5783 Checks will also be accepted in person at the University Center, Room 215

FOR OFFICE USE ONLY-PLEASE LEAVE BLANK	
Payment received _____	Booth Assignment _____

Indemnification

[please print first and last name on the line]

_____ agrees and hereby indemnifies and holds harmless the **Board of Regents for and on behalf of the Texas A&M University System (A&M System) and Texas A&M University-Corpus Christi**, a member of the A&M System, officers, employees, and agents (“Releasees”) from and against any and all claims, losses, damages, including consequential damages, causes of action, suits and liability of every kind, including all expenses of litigation, court costs and attorney’s fees, for bodily injury, sickness, disease or death of any persons, or for damages to any property to the extent arising out of my presence on and utilization of TAMUCC premises or facilities by this organization and or its participants or students. This indemnification remains in full force and effect until time of such statute of limitations may have run as to any and all possible charges, claims, and/or allegations that might be filed against TAMUCC and Releasees and will not apply to the extent harm/damage is caused by the negligence of the indemnified parties.

I have read and agree to abide by the terms and conditions as listed in this Vendor Registration Form as well as all applicable TAMUCC policies and procedures.

Signature_____Date_____

Print Name:_____

Address: _____

Telephone: _____

Email:_____

[continued on next page]

Show Information:

- Friday, November 17, 2023, 4 PM – 7:30 PM
- Fee \$40.00 for vendors; \$30.00 for extra table
- Fee \$25.00 for students, student organizations and TAMU-CC departments

Registration:

- Registration and payment due by 5:00 PM on Friday, November 10, 2023
- Payment may be made with checks, cash or credit card. Cash or check may be mailed to:

**Texas A&M University – Corpus
Christi 6300 Ocean Drive, Unit 5783
Corpus Christi, TX 78412-5783**

- **Cash and checks will also be accepted at the University Center, Room 215**
- **Checks made payable to TAMU-CC**
- **Credit card payments may be made at:**
https://tpg.tamucc.edu/C20207_ustores/web/product_detail.jsp?PRODUCTID=1433
- **TAMU-CC reserves the right to use photos and descriptions of vendors' items to enhance event advertising and publications.**

Booth Information:

- Single Booth – 6ft. \$40. Cost for extra tables is \$30.00 per table.
- Booths are assigned. TAMU-CC reserves the right to assign space and sales location(s) to any registered vendor. TAMU-CC may assign space and/or sales location(s) to registered vendors selling similar merchandise.
- The committee reserves the right to relocation of booths and crafter/artisans at its own discretion. The show will attempt to limit relocation, however if the need arises, your cooperation is appreciated.
- You may request an electrical outlet for your space; however, it is not guaranteed. Vendors must provide their own extension cords.
- Displays, decorations, storage, etc. cannot exceed the allotted booth space.
- Vendors are required to have an attendant at their table for the entire time.
- Vendors are not guaranteed exclusivity; other vendors may have similar items for sale.
- Plan to unload and carry your own items. We will not have assistance available. If you need a cart or dolly, you must provide your own. The show will not have any available.

Products:

- Only hand-constructed wares are to be sold. No commercial products are permitted.
- No trademarked brands may be sold on products.
- The registered exhibitor must have constructed a majority of each item.
- Committee members will investigate questionable wares; if found to be commercial items, sellers will be asked to remove those items found in violation and/or removed from the show with NO REFUND.
- If you are unsure as to the status of your products, it is your responsibility to contact the show coordinator prior to the show.
- You may not conduct any type of entertainment activities (i.e. face painting, sand art, clowns, etc.)

Food Products:

- No food or beverage products, fresh or premade, for human or pet consumption, may be sold.

Credit cards:

- If a vendor accepts payments cards (such as credit or debit cards bearing the logo of Visa, MasterCard, American Express, Discover, or JCB) as a form of payment on the TAMU-CC campus in the course of providing goods or services related to this contract, the vendor will be responsible for the security of all cardholder data that it stores, processes, or transmits. This requirement applies whether the cardholder data is in electronic format or in written/printed hardcopy format.
- Vendor may use own “Point of Sale” device, for example “Square”. University will not provide WIFI.
- University employees who are also vendors may not use university WIFI.

Timeline

- Show will open at 4 PM so students, faculty and staff may have the opportunity to shop. Islander lights will begin at 5 PM and conclude at 7:30 PM.
- Set up will start at 2:30 PM
- Unloading may be done at the entrance of the University Center (curve). Once unloading is completed please move your vehicle.
- Parking for vendors will be in the parking lot located next to the university center.
- Packing up area must be completed by 8:30 PM
- Vendors may not break down their booth prior to the closing of the event 7:30 PM.

No Show:

- If you do not check-in by 4 PM on Friday, November 17, 2023 or have not contacted the show that you will be late you will be considered a “NO SHOW” and your booth will be reassigned. No refunds.

Refunds:

- Refunds are available ONLY if vendor cancels prior to Friday, November 10, 2023

Pets:

- No pets will be allowed in crafter/artisan booth areas due to liability concerns.

Raffles/Gambling:

- No raffling or gambling is permitted on campus grounds.

Reselling Booths:

- Booths may NOT be resold by a crafter/artisan at any time. Any indication of a resold booth will result in permanent termination from the show and all future shows with no refund.

Committee/Staff:

- Abuse of committee/staff/volunteers is unacceptable.
- When addressing committee/staff/volunteers do not use profanity or derogatory remarks or physical intimidation.
- Abuse of show staff or volunteers will result in permanent termination from the show and all future shows.

I have read and agree to abide by the _____ rules and regulations:

Signature _____ Date _____

Print Name: _____