

## 2021 HOUSTON JERK FEST GUIDELINES

### VENDOR RULES & REGULATIONS

1. **BOOTH FEES:** All vendor fees must be paid in full by August 2, 2021. Space is secured ONLY after full payment is received. Payments received after the deadline does not guarantee a booth space. If no space is available by the time your fee arrives at our office, payment will be returned. Registration is non-refundable after August 20, 2021.
2. Booths selling similar items are limited; therefore, we accept the first complete applications with FULL payment.
3. **CLEAN-UP FEE:** \$100 clean-up will be refunded after the area is inspected and a coordinator has determined the area is clean, and all trash has been disposed of. Vendor forfeits deposits if area is unclean, set-up process not followed, sale of products not allowed by Houston Jerk Festival and violation of any of the Houston Jerk Festival vendor rules.
4. **REFUNDS:** No Refunds will be given after August 20, 2021.
5. **BREAKDOWN:** Vendors will not be allowed to start breaking down their area until 1 hour before the close of business which is 9pm.
6. **ADMISSION WRISTBANDS/ PARKING:** Food vendors will a total of receive six (6) admission wristbands that allow access to the venue and one (1) parking permit. Non-food vendors will receive a total three (3) admission wristbands that allow access to the venue and one (1) parking permit. See Event Coordinator for pricing for additional wristbands. Event organizers highly recommend dollies and/ or handtrucks for equipment/ supply transport. **No vehicles will be allowed on the upstairs plaza.**
7. Houston Jerk Fest will provide booth spaces no smaller than 10ft. x 10ft in the upstairs plaza. Limited space will be available behind booths for storage and/or cooking.
8. **TENTS: ABSOLUTELY NO STAKES CAN BE STUCK IN THE GROUND!** Please use weighted material to secure your tent. Electricity, Water, Tables, Chairs and all other essential equipment are NOT provided by Houston Jerk Fest, and are solely the responsibility of the Vendor. Vendors requiring electricity must provide their own generators. HOUSTON JERK FEST DOES NOT PROVIDE ELECTRICITY. Please contact the Event Coordinator if you have any questions.
9. **SAFETY:** All vendors are required to have a visible fire extinguisher and a first aid kit. Both items must be visible at all times.
10. Vendors are solely responsible for the security and safety of all cash, equipment, goods, inventory, supplies or other property. Houston Jerk Fest is in no way responsible for loss or theft of vendor's equipment or property.
11. **SET-UP GUIDELINES:** Vendor setup is not allowed until all fees are paid. Vendors will be notified of set-up time by Site Coordinator. **You must be on time to ensure set-up runs smoothly for all vendors.** A walk-thru will be scheduled to inform vendor of their placement... the date will be emailed to each vendor a few weeks before the event. No vendor is allowed to set-up without having all proper

documents. No setup allowed until the Event Coordinator arrives on site and directs you of set up area. If a vendor leaves the site for additional supplies after the event has started, they are required to transport all items by hand. No vehicle will be allowed to re-enter the vending area. Festival site opens at 8:00 AM and all paid vendors must be set up and ready to do business by 11:00 AM. **Do not leave vehicles unattended at any time.** There is a ramp for load-in – you must have at least one other person to assist to move your vehicle. **VEHICLES WILL NOT BE ALLOWED TO STAY ON THE RAMP AT ANY TIME.**

13. SALE OF THE FOLLOWING IS NOT ALLOWED: Alcoholic Beverages, Bottled Water, Domestic Soft Drinks (Coke, Sprite, Pepsi, Dr. Pepper, etc.), Bongs, Water-pipes, Drug Paraphernalia or Houston Jerk Fest Merchandise.

14. Protective covering/floors are required to protect the grass and pavement. **Food vendors must have 1-2 full sheets of plywood beneath the tent – NO EXCEPTIONS!**

15. GREASE/ OIL/HARMFUL AGENT DISPOSAL: Vendors are required to provide ground cover inside their booth and cooking area for the absorption of grease. Anyone in violation of pouring grease/wastewater on grounds will be asked to leave the event, and their deposit will not be refunded. Vendors are also responsible for environmental cleanup cost, if any. Failure to thoroughly clean up area will result in a forfeit of clean-up fee, and subject to further fees by the venue. Any dumping of these materials in any area will be reported to the authorities immediately.

16. TRASH: Vendors are expected to clean their respective area and are responsible to collect all trash and properly place it in sealed trash bags. A trash bin will be available on site for vendor use. Each vendor is required to provide their own trash bags. Vendors agree to leave their vending area in the same condition as received.

17. WATER/ICE: Water may or may not be easily accessible. Please bring appropriate hoses, hose connections, and transport buckets for health permit purposes. Ice will be available for purchase the day of the event.

18. Health Department Permits are solely at the expense of the vendor. Fire Marshall of Houston: All vendors must comply with Fire Marshall of Houston requirements including information on HJF website. [www.houstonjerkfestinc.com](http://www.houstonjerkfestinc.com)

19. **\*\*\*NO RAIN DATE / NO REFUNDS\*\*\***

20. ARTS & CRAFTS/MERCHANDISE VENDORS RESTRICTIONS: Be courteous to other vendors when playing music on festival grounds. Music should be played at a level tolerable to all vendors. Should a vendor violate this rule, they will be removed from the festival grounds and forfeit all fees. No live animals of any kind are allowed on the premises.

**INSPECTIONS:** Houston Jerk Fest Festival management has the right to inspect each vendor area to ensure rules and regulations are followed. Any item that is confiscated will not be returned. Vendors in violation will be required to leave the festival premises and forfeit the \$100 Clean-Up fee.

**WEATHER:** Festival Management will determine if it is unsafe to host the event due to extreme conditions. No refunds will be made as a result of weather related scheduling adjustments or cancellations.

**VIOLATIONS:** Houston Jerk Fest reserves the right to bar any vendor from participating in the festival due to non-compliance of any rules or regulations listed herein or for the misrepresentation of their offerings. Houston Jerk Fest reserves the right to remove any objects, person(s), or product that is not in compliance with the rules pertaining to the “family atmosphere” of the festival. Vendors who violate City, State, Federal or Festival Laws, Rules or Regulations will be removed from the Festival site without warning or refund. If you have any questions or need further information regarding any of the items covered in this contract, please contact the Event Coordinator.

\*\*\*\*\*

VENDORS ARE NOT ALLOWED TO SELL ANY OF THE FOLLOWING: Alcoholic beverages, Bottled water, Domestic soft drinks (Coke, Sprite, Pepsi, Dr. Pepper, etc.), bongos, water pipes, drug paraphernalia or Houston Jerk Festival merchandise.

\*\*\*\*\*

All cashier’s checks (no personal checks accepted) to be made payable to: **The Social Warriors**

Zelle payments can be made to 832-368-3460.

Mail Payments & Applications to:  
Houston Jerk Fest  
850 Turtle Creek Drive  
Missouri City, TX 77489

Applicants must have all necessary permits and documents prior to August 31, 2021. The owner takes full legal responsibility for participation and is the party for whom all transactions will be conducted. Please complete the application in its entirety, failure to do so may result in additional fees and may hinder the processing of your application. Remember to keep a signed copy for your records. We look forward to seeing you this year as you will be an integral part of this beautiful Caribbean experience. Please contact us via email or phone for detailed information should you have any further questions.

Event Coordinator:  
Connie B.  
281-900-0095  
[houstonjerkfest@gmail.com](mailto:houstonjerkfest@gmail.com)