



Join more than 5,000
local residents for
Easter fun!

EASTER EXPO 2018

BUSINESS & FOOD EXHIBITOR APPLICATION

ABOUT EASTER EXPO 2018

The Easter Expo 2018 is a family festival presented by The Lighthouse Church of Houston. With a rich history of providing family fun for all ages, the Easter Expo 2018 will feature exciting children and adult amusements, hourly activities, a live petting zoo, photos with the Easter Bunny, face painting and more! This event will also feature Texas' Largest Easter Egg Hunt with more than 50,000 Easter Eggs along with a premiere KidsZone, food trucks, and vendors throughout the festival! More than 5,000 attendees from across region are expected to be in attendance at this spectacular family event!

LOCATION OF EVENT

The Easter Expo 2018 event will take place on the grounds of The Lighthouse Church of Houston (6650 Rankin Road – Humble, Texas 77396)

DATE AND TIME OF EVENT

Saturday, March 31

12:00pm – 4:00pm CST

All vendors are expected to arrive between **9:00am – 10:30am** and be ready one (1) hour prior to the start of the festival and remain totally intact and operational UNTIL THE FESTIVAL ENDS. All exhibitors must check in upon arrival at the **EASTER EXPO INFORMATION BOOTH** to receive location assignments and vendor wrist-band.

VENDOR BOOTH FEE:

BUSINESS EXHIBITOR BOOTH: \$250

This includes one 6 ft. exhibitor table and two chairs during the Easter Expo 2018. Exhibitor booths will distribute information about their business and/or sell items. **ALL Vendors are required to provide their own tent, tables, chairs, display units and battery-operated lighting and equipment. Please note that electricity will not be provided.**

FOOD VENDOR: \$350

Designated, area provided to sell food and non-alcoholic beverage items to event attendees. Please note that food exhibitor booths/trucks cannot sell any food items without the appropriate current City of Houston Health & Human Services catering/food permit or be in possession of a Temporary Food Dealer Permit which must be secured at minimum of 7 days of the event from the City of Houston (Section 20-36B).

ALL Vendors are required to provide their own tent, tables, chairs, display units and battery-operated lighting and equipment. Please note that electricity will not be provided.

Payments can be made by:

Check (Made payable to *The Lighthouse Church of Houston*)
Credit card: Please complete the credit card authorization form

EXCLUSIVITY

The Easter Expo 2018 does not guarantee exclusivity of products/goods/services sold.

RAIN DATE/REFUND

There is no rain date for the Easter Expo 2018 and absolutely **no** refunds.

VENDOR CAR AND TRUCK PARKING

The Lighthouse Church of Houston has a limited number of car/truck parking spaces available for vendors. Vendors are asked to park in a designated area marked with signage that reads "VENDOR PARKING".

WITHDRAWAL

Once you have been selected to participate in the Easter Expo 2018 and your acceptance letter has been emailed, your exhibitor booth fee is non-refundable.

MERCHANDISE

Only the items submitted on the Easter Expo 2018 application may be sold. Exhibitors must have authentic, quality, reputable products/goods/services to showcase during the conference. Please keep in mind that this is a family friendly festival. Any items that are not appropriate, at the discretion of LH-Houston staff, will be asked to be removed from your booth.

SALES

Vendors will retain all revenue from sales during the weekend, and are responsible for all currency-related issues.

BANNERS/DECORATIONS

Vendors are encouraged to decorate their booths. Vendors are also allowed to bring their own banner promoting their business.

CLEAN UP

Each Vendor is responsible for his own exhibit area. Vendors are asked to maintain their booth space clean and free of rubbish. No animals are allowed at food booths.

EXHIBITOR BOOTH ITEMS/ LIABILITY

Items brought on site are done so at the sole risk of the Vendor. The Lighthouse Church of Houston and all related entities are not responsible for any loss, damage, or destruction of personal property, equipment, and/or valuables. The Lighthouse Church of Houston will have standard on-site security, but is not responsible for security at each individual exhibitor booth.

APPLICATION DEADLINE

Exhibitor Application and fee deadline is **Friday, March 23, 2018**. Please expect to receive a confirmation email and phone call upon receipt of exhibitor application + payment.

Vendor booth applications can be secured online at: www.easterexpohouston.com

Please submit all completed exhibitor applications:

- **By email** (please include application and credit card authorization):
marketing@lhouston.church
- **By mail** (please include application, check or credit card authorization form):
The Lighthouse Church of Houston
C/O: Easter Expo 2018
6650 Rankin Road
Humble, TX 77396

FOR INFORMATION, PLEASE CONTACT:

Tanya Randle
t.randle@lhouston.church
281-741-3693



Easter Expo 2018
EXHIBITOR APPLICATION FORM

Name		Title
Business Name		
Mailing Address		
City	State	Zip Code
Phone Number	Email Address	
Website		

Please provide a brief description of the products/goods/services you will be selling/promoting, including a price range.

Qty: _____ BUSINESS BOOTH(S) x \$250 (Exhibitor Booth) = Total: \$ _____

- Exhibitor booth includes one 1-6 ft. product table, two chairs. Electricity is not guaranteed with exhibitor booth.
- Exhibitor booths are not product exclusive for the conference.
- Exhibitors must have authentic, quality, reputable products/goods/services to showcase during the conference.
- Exhibitors must have valid licenses, insurance and permits necessary for booth items.
- Exhibitors are responsible for the production of print materials/handouts for individual booth.

Qty: _____ FOOD BOOTH(S) x \$350 (Exhibitor Booth) = Total: \$ _____

Please note that food exhibitor booths/trucks cannot sell any food items without the appropriate current City of Houston Health & Human Services catering/food permit or be in possession of a Temporary Food Dealer Permit which must be secured at minimum of 7 days of the event from the City of Houston (Section 20-36B).

GRAND TOTAL: \$ _____

THERE ARE NO REFUNDS ISSUED FOR EXHIBITOR OR FOOD BOOTHS

CREDIT CARD AUTHORIZATION

Name on Credit Card	Credit Card Type	
	◇ Visa ◇ Mastercard ◇ AMEX ◇ Discover	
Card Number		
Exp Date	CVV Code	Zip Code

I hereby authorize Keion Henderson Ministries/The Lighthouse Church of Houston to charge my credit card in the amount of \$_____.

Signature



EXHIBITOR APPLICATION FORM - CONTINUED

I shall release and will hold harmless Keion Henderson Ministries, and all related entities and agents from and against any and all claims, liabilities, demands, expenses, fees, penalties, suits, proceedings, actions and causes of action of any and every kind and nature arising from or out of, or in any connected way with vendor use, occupancy or activities in or related to The Easter Expo on March 31, 2018 (Houston, Texas). Exhibitors will be personally liable for their own acts and are responsible for obtaining their own insurance and permits. I understand that there will be no refunds on the exhibitor space(s) secured for this event.

I understand that Keion Henderson Ministries, and all related entities and agents will not be held responsible for loss and/or damage to exhibitor's personal property caused by any reason and I will not assert any such claim against them. Keion Henderson Ministries reserves the right to cancel this event should an emergency arise.

Keion Henderson Ministries has the right to ask any vendor to leave the event if they have misrepresented information on this application, or if their product or conduct is deemed inappropriate to this event. By signing below, I agree to the terms and conditions of this contract and confirm that I have arranged to have or already have the appropriate vendor's insurance and necessary permits for this event.

Signature

Date

Printed Name

Name of Company