



## 2023 Countries Around the Globe Vendor Application

(Page 1 of 2)

Thank you for your interest in participating in the International Art & Kite Festival.

<b>Contact Name: Individual/Organization/Business</b>	
<b>Mailing Address</b>	<b>Zip Code</b>
<b>Email Address</b>	<b>Cell Number</b>
<b>Web Address</b>	<b>Event Day Contact Name/Number</b>
<b>Country Represented</b>	

The purpose of the Countries Around the Globe Vendor Booth is to represent the geography, social cultures and traditions of a designated country. All exhibits must refrain from depicting religious or political icons. The event is non-religious, non-denominational and non-political.

Please provide an interactive activity that represents designated countries. In addition, we ask that vendors provide 500-1,000 small gifts/trinkets. Gifts/trinkets are for children who visit Countries Around the Globe booths and have passports marked. There is **no cost** to participate.

Booths are assigned on a first-come per country basis. The City will determine booth placements. All booth decorations and materials must be approved by the City of Sugar Land. The following items are NOT acceptable on event grounds: liquor, tobacco products, drugs and weapons.

### **Booth Description/Requirements:**

- A covered 10 ft. x 10 ft. space. One table and two chairs will be provided.
- What activity/activities will you provide? \_\_\_\_\_
- Vendors must provide materials for booth demonstrations/activities.
- No electricity, water access or display/hanging walls will be provided.
- NO merchandise may be sold at any time.
- Vendor booth set up time is 8:00 a.m. to 9:30 a.m.
- Booths must be staffed and operational from 10:00 a.m. to 3:00 p.m.
- Booths must be properly cleaned of all personal property by 4:00 p.m.

**Deadline to return signed booth agreement is on or before  
Monday, March 6, 2023 by 5 p.m.**

## **2022 Countries Around the Globe Vendor Application Form**

(Page 2 of 2)

### **Booth Agreement**

THE PARTICIPANT AGREES TO AND SHALL COMPLY WITH ALL POLICIES, PROCEDURES AND REGULATIONS OF THE CITY OF SUGAR LAND. THE PARTICIPANT UNDERSTANDS THAT THE CITY OF SUGAR LAND IS NOT RESPONSIBLE FOR ANY ITEMS THAT ARE STOLEN OR MISSING. THE PARTICIPANT UNDERSTANDS THAT THE CITY OF SUGAR LAND WILL MAKE FINAL DECISIONS AND AGREES TO COMPLY WITH SUCH DECISIONS.

---

\_\_\_\_\_  
**Print Name of Organization or Business**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

Completion of this application does not guarantee a booth reservation. Approved vendors will receive a confirmation e-mail.

**Please mail completed application and signed agreement to:**

City of Sugar Land  
ATTN: Carla Allen, Event Production Coordinator  
10405 Corporate Drive, Suite# 262 - Sugar Land, TX 77478

**Fax completed application and signed agreement to:**

ATTN: Carla Allen, Event Production Coordinator at (281) 275-2950

**Email completed application and signed agreement to:**

Carla Allen at [callen@sugarlandtx.gov](mailto:callen@sugarlandtx.gov)

For more information, contact Carla Allen.

Office: 281.275.2950

Cell: 281.728.9390