

Vendor Guidelines

CarFest Dates: February 4-6, 2022



The McAllen Convention Center will host the 12th Annual McAllen International CarFest on February 4-6, 2022. CarFest features over 300 vehicles on display inside the Convention Facilities and on the adjacent parking lot. We welcome companies and businesses to come and participate by selling their products and/or services.

Note: Spaces are filled on a first come, first serve basis and are subject to approval by the McAllen Convention Center.

Location:	McAllen Convention Center	
Locations Available	Ballroom- \$500.00	Includes: 10'x10' space, 1-6ft Table, 2 Chairs
	Room 101- \$400.00	Includes: 10'x10' space, 1-6ft Table, 2 Chairs
	Oval Park - \$300.00	Includes: 10'x10' space, 1-6ft Table, 2 Chairs
	Electrical Power Outlets	\$70.36 with tax / Three outlets Cord per Booth.
Event Time:	Friday, February 4, 2022	4:00pm to 9:00pm
	Saturday, February 5, 2022	10:00am to 9:00pm
	Sunday, February 6, 2022	10:00am to 5:00pm
Set-Up/Move-In Time:	Thursday, February 3, 2022 / 8:00am to 10:00pm - Friday, February 4, 2022 / 8:00am to 1:00pm (NO MOVE-IN PERMITTED AFTER 1:00PM)	
Parking:	McAllen Convention Center East Parking Lot	
Move-Out Time:	Sunday, February 6, 2022 at 6:00pm.	

Rules:

- Advertising for other services or other businesses is prohibited.
- Vendors may NOT leave/breakdown early unless excused for valid reasons. Vendors who vacate their booth prior to the conclusion of the event may be banned from future events.
- No outside food or beverages permitted into the McAllen Convention Center premises.
- Smoking or Alcohol consumption is prohibited by vendors &/or their representatives.
- Any soaps, perfumes, creams, oils & lotions that may come in contact with a person must follow health permitting guidelines.
- One booth may not be shared by two different businesses or vendors.
- Must display, provide information and sell merchandise within designated area.
- Children of vendors are welcome to join, however, vendors are responsible for supervising their children at all times.
- Non-complying vendors will be asked to leave the premises and may be permanently banned as vendors at the McAllen Convention Center.
- Contact Maria Hernandez at 956-681-3880 or at mporras@mcallen.net in advance if you will not be attending.



McAllen Convention Center
700 Convention Center Blvd.
McAllen, TX 78501

(956) 681-3800
mcallencarfest.com
conventioncenterdistrict.com

Vendor Commitment Form

Application Deadline January 21, 2022
 (Subject to approval by the McAllen Convention Center)



- **BALLROOM VENDOR:** \$500.00 per 10'x10' space in the Ballroom with celebrity car displays
- **ROOM 101- MARKET VENDOR:** \$400.00 per 10'x10' space located in the meeting rooms
 (Point-of-purchase merchants ONLY, i.e. merchandise you have on site to sell. Merchandise only, not services.)
- **OUTDOOR VENDOR:** includes 10'X10' space, 1-6ft Table, 2 Chairs

Business Name: _____

Contact Person & Title: _____

Brief Business Description: _____

Address: _____ City, ST, Zip: _____

Phone: _____ Mobile: _____

Email: _____

Website: _____

Description of items to be sold: **(please include photos of all items listed)**

ITEM	DESCRIPTION	PHOTO

* Attach any additional items on a separate page to be turned in with this form.

TERMS & IMPORTANT NOTICES: Event vendor fees are due in full by Friday, January 21, 2022 to confirm a booth reservation.

Limited space. No holds. Note that this agreement is to participate as a Vendor, not for any sponsorship opportunities. Vendor agrees that this document, when signed below constitutes a binding agreement. Vendor further agrees that upon McAllen International CarFest receipt of this signed agreement, it shall be enforceable in accordance with its terms. By signing below, the individual represents and warrants that he/she is duly authorized to execute this binding agreement on behalf of Vendor. Payments and completed agreement must be received by McAllen International CarFest by the above date to assure your space accordingly. Vendor agrees to be bound by the information and terms herein and any event rules and regulations represented now or as established at a later date by McAllen International CarFest. Note: Should payment not be received on or before the above date, the reservation for a booth is not confirmed therefore, the vendor will not participate in CarFest 2022.

HOLD HARMLESS: Vendor hereby agrees to indemnify, defend and hold harmless the City of McAllen, McAllen Convention Center and McAllen International CarFest and their officers, agents and employees from and against any and all claims, demands, proceedings, actions, suits, judgments, liabilities, damages, losses, costs, and expenses, including those that may arise from Vendors participation in the event, and including as well, but not limited to claims for personal injury and/or damage to property, and further including, but not limited to any investigation, legal and/or Other costs and expenses incurred in connection with any amount paid in settlement of any claim, demand, proceeding, action, suit, or judgment resulting from and/or in connection with Vendors participation in the event.

RENTALS: By signing this agreement, Vendor agrees to be responsible for payment of all rental items added over and above those provided per vendor type as well as any replacements costs for any rental items lost or not returned to McAllen International CarFest. Sponsor understands that any and all rental items requested for use during the event must be returned in same condition or sponsor will be responsible for repair or replacement cost. Said payments will be made promptly to McAllen International CarFest. A separate rental agreement and rental order receipt will be required by McAllen International CarFest as per specified deadlines herein.

VENUE: Site assignment is at the sole discretion and authority of the McAllen International CarFest event producer or are assigned under the guidance of the McAllen International CarFest organizers. Participants will be accommodated fairly and equitably based on level or participation and availability.

PAYMENT: Please complete this form and submit to the McAllen Convention Center via fax **(956) 681-3840**, email: **mporras@mcallen.net** or mail/deliver to 700 Convention Center Boulevard, McAllen, TX 78501. Payment options are business check, money order and credit/debit card. Make your check payable to: "McAllen Convention Center".

By signing below, I acknowledge that I am duly authorized to sign for my company/organization and understand that I am making a financial commitment and a commitment to participate in this vendor opportunity in accordance to the rules and regulations of the McAllen International CarFest. I understand that payment is immediately required to secure our company/organization a display booth at CarFest.

Spaces filled on a first come, first serve basis and are subject to approval by the McAllen Convention Center.

ALL PAYMENTS ARE FINAL, NO REFUNDS.

Authorized Signature: _____ Date: _____

For internal use only, to be filled out by CarFest Staff ONLY

Date Received: _____

of spaces: _____ Amount Due: _____ Date Paid: _____ Setup Notes: _____