



February 3, 4 & 5, 2023

Vendor Guidelines

The McAllen Convention Center will host the 13th Annual McAllen International CarFest on February 3, 4 & 5, 2023. CarFest features over 200 vehicles on display inside the Convention Facilities & on the adjacent parking lot. We welcome companies & 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 700 Convention Center Boulevard, McAllen, TX 78501

Locations Available	Ballroom - \$500.00	Includes: 10'x10' space, 1-6ft Table, 2 Chairs
	Room 101 - \$300.00	Includes: 10'x10' space, 1-6ft Table, 2 Chairs
	Room 101 - \$500.00	Includes: 10'x20' space, 1-6ft Table, 2 Chairs

Oak View Group Buy out Fee - \$150.00 (\$50.00 per day)

- **All sealed food products must pay a buyout fee of \$50.00 per day to Oak View Group**, which has exclusive right for distribution with the McAllen Convention Center.
- **Vendors with sealed food products must also fill out the Oak View Group Food and Sample promotion request.**

Event Time:	Friday, February 3, 2023	4:00 pm to 9:00 pm
	Saturday, February 4, 2023	10:00 am to 9:00 pm
	Sunday, February 5, 2023	10:00 am to 6:00 pm

Set-Up/Move-In Time: Thursday, February 2, 2023 / 8:00am to 10:00pm - Friday, February 3, 2023 / 8:00 am to 3:00 pm
(NO MOVE-IN PERMITTED AFTER 3:00PM)

Parking: McAllen Convention Center North Parking Lot / East Parking Lot

Move-Out Time: Sunday, February 5, 2023 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 us at (956) 681-3800 or at carfest@mcallen.net in advance if you will not be attending.



VENDOR COMMITMENT FORM

Application Deadline January 20, 2023

(Subject to approval by the McAllen Convention Center)



[] BALLROOM VENDOR: \$500.00 per 10' x 10' space in the Ballroom with celebrity car displays

[] ROOM 101- MARKET VENDOR: \$300.00 per 10' x 10' space located in the meeting rooms

(Point-of-purchase merchants ONLY, i.e. merchandise you have on site to sell. Merchandise only, not services.)

[] ROOM 101- MARKET VENDOR: \$500.00 per 10' x 20' space located in the meeting rooms

(Point-of-purchase merchants ONLY, i.e. merchandise you have on site to sell. Merchandise only, not services.)

Business Name: _____

Contact Person & Title: _____

Brief Business Description: _____

Address: _____ City, State & Zip: _____

Phone: _____ Mobile: _____ Fax: _____

Email: _____

Website: _____

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

TERMS & IMPORTANT NOTICES: **Event vendor fees are due in full by Friday, January 20, 2023 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 Car Fest 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 Car Fest 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 Car Fest. **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 Car Fest 2023.

HOLD HARMLESS: Vendor hereby agrees to indemnify, defend and hold harmless the City of McAllen, McAllen Convention Center and McAllen International Car Fest 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 Vendor's 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 Vendor's 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 Car Fest. 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 Car Fest. A separate rental agreement and rental order receipt will be required by McAllen International Car Fest as per specified deadlines herein.

VENUE: Site assignment is at the sole discretion and authority of the McAllen International Car Fest event producer or are assigned under the guidance of the McAllen International Car Fest 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: carfest@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 Car Fest. I understand that payment is immediately required to secure our company/organization a display booth at Car Fest.

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 by Car Fest Staff ONLY: Date Received: _____

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



McAllen Convention Center
 700 Convention Center Blvd.
 McAllen, TX 78501
 Tel: (956) 681-3800
 Fax: (956) 681-3840

Credit Card Authorization Form

CARD HOLDER INFORMATION

Company Name:	Name on Card:	
Card Holder Billing Address:		
City:	State:	Zip:
Telephone:	Email Address:	

PAYMENT AUTHORIZATION

Card Type: Visa Mastercard Discover

Card Number: _____ Exp. Date: _____

Card Identification Number: _____

Please reference the picture to the right for the location of this number on your card. (CID)

(Visa, Mastercard & Discover: 3 digits on back)

I/ We authorize the purchase of services from McAllen Convention Center using this Credit Card Authorization Form. I agree that I will pay for services as rendered and indemnify and hold McAllen Convention Center harmless against any liability pursuant to this authorization. I understand that my signature on this form will serve as authorized signature on the credit card charge slip. This authorization is valid for a period of one (1) year. I/We hereby give permission for McAllen Convention Center to use the account listed above in order to perform transactions necessary.

Directions: Fill in required information above and fax to **McAllen Convention Center** at **956-681-3840** or mail to: **700 Convention Center Blvd., McAllen, TX 78501**

CONFIDENTIAL

Print Name Signature Date

FAX COMPLETED FORM TO 956-681-3840

For Office Use Only

Client Name: _____	
Resev # : _____	Resv Date: _____