



Vendor Agreement Form

Henry B. Gonzalez Convention Center
San Antonio, Texas
January 5-7, 2018

Agreement: I am accepting the opportunity to participate as a vendor at the Convention Center for the Alamo Classic on January 5-7, 2018, I do hereby accept the following listed conditions and limitations.

1. Use is limited to the Convention Center – Exhibit Hall 1. Parking is not included.
2. A skirted table and two chairs will be provided.
3. Telephone, Internet, water, electrical and drain service will not be provided to the individual booths. Electrical service may be purchased from the **Alamo Classic** for an additional \$40 for the weekend
4. All displays must be free standing. Nothing may attach to walls or columns of the Convention Center by any means at all.
5. **Set up hours:** Thursday, Jan. 4 2018 after 11 AM to be completed no later than 9 PM
6. **Vendor hours:** Friday, Jan. 5, 2018 – 8 AM - 10 PM
Saturday, Jan. 6, 2018 – 8 AM - 10 PM
Sunday, Jan. 7, 2018 – 8 AM - Last Session Ends (approx. 6 PM)
Tear down hours: Sunday, Jan. 7, 2018 after competition concludes
7. Signs must be free standing. Recommend usage of easels. Signs should not block other vendor booths. Signs may not attach to the walls or columns of the Convention Center.
8. It is the responsibility of the vendor to obtain insurance coverage on property brought onto the premises of the Convention Center. Vendor assumes full responsibility of items left in the booths.
9. All food and drinks must be purchased through the Convention Center. No outside food or beverage may be brought into the Convention Center.
10. Full payment in must be received in advance. Booth locations will be assigned by Alamo Classic based on date received.
11. Each vendor is responsible for cleaning the booth area and removal of bulk trash. If left unclean, removal fees will apply.

Acceptance of conditions:

Printed Name

Signature

Company Name

Date



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Henry B. Gonzalez Convention Center
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 January 5-7, 2018

Company Name		
Office Address		
City, State, Zip		
Office Phone		
Fax Number		
Email Address		
Name of Principal On-Site Representative		
Name of Additional Representatives		
BOOTH INFORMATION		
<i>Small Booths: 10'x10' area with (1) 6 ft table, (2) chairs, (2) credentials for venue access Large Booths: 10'x15' area with (1) 6 ft table, (2) chairs, (3) credentials for venue access. Additional tables may be purchased by vendor for \$25.00 each.</i>		
Small Booth (10'x10')	\$225.00	
Large Booth (10'x15')	\$325.00	
# of Additional Tables Needed _____	x \$25.00	
Electricity (optional)	\$40.00	
Total		

You are not registered until we receive fees and completed Vendor Form. You will receive a confirmation of payment received.

To submit request:

*Email completed Vendor Form or a hard-copy submissions are accepted and must be accompanied by payment: **Alamo Classic-Vendor Request***

c/o Aerial Athletics
 1100 NE Loop
 Suite 636
 San Antonio, Texas 78230

Office Use Only

Date Received: