Heights Chamber Holiday Market Vendor Agreement

Saturday November 28 2026 | 10:00 a.m. to 4:00 p.m.

Resurrection Metropolitan Community Church Gymnasium
2025 West 11th Street, Houston Texas 77008

Agreement purpose. This agreement confirms the terms under which the business or individual named below will participate as a vendor in the 2026 Heights Chamber Holiday Market presented by The Greater Heights Area Chamber of Commerce. A space is not reserved until this signed agreement and full payment are received and accepted by the Chamber.

Vendor Information

Business or vendor name	
Contact person	
Mailing address	
City state ZIP	
Phone	
Email	
Website and social media	
Products or services offered	

Participation and Fees

☐ Vendor Table – Chamber Member - $100

☐ Vendor Table – Non-Member - $150

☐ Outdoor food truck space – Chamber Member - $100

☐ Outdoor food truck space - Non-Member - $150

Payment Information

_____ _____ _____

Card Number **Exp. Date** **CVC**

_____ _____

Name on Card **Billing Zip**

_____

Signature

☐ **Send Invoice (*Balance must be paid within 3 days before event.*)**

Membership status and all table requests are subject to Chamber verification. Tables, chairs, electricity, Wi-Fi, linens, display equipment, carts, and extension cords are not included unless the Chamber confirms otherwise in writing.

Vendor Terms

1 Acceptance and placement. The Chamber may approve or decline an application, limit duplicate categories, and assign or change locations to support safety, accessibility, traffic flow, and a balanced market. Vendors may not transfer, share, or resell their space without written approval.

2 Setup and operating hours. Vendor setup is scheduled for 8:30 to 9:30 a.m. Vendors must be ready by 9:45 a.m., remain open from 10:00 a.m. through 4:00 p.m., and complete breakdown by 5:30 p.m. Early breakdown is not permitted except in an emergency approved by event management.

3 Displays and property. Vendors must supply and secure their own merchandise, displays, table coverings, signs, payment equipment, and supplies. Displays must remain within the assigned space and may not block aisles, exits, fire equipment, neighboring vendors, or accessible routes. The vendor is responsible for any damage caused by the vendor or its workers.

4 Approved sales and conduct. Only products, food, services, and promotional activities described in the application and approved by the Chamber may be offered. Counterfeit, illegal, unsafe, discriminatory, obscene, or unauthorized merchandise is prohibited. Vendors must conduct themselves professionally and follow all instructions from Chamber and venue representatives.

5 Licenses taxes and insurance. The vendor is solely responsible for applicable licenses, permits, sales-tax collection and reporting, insurance, and legal compliance. Food vendors and food trucks must provide all required health, fire, and operating permits and proof of insurance upon request. Acceptance by the Chamber does not certify a vendor's compliance.

6 Food and fire safety. Cooking, food sampling, generators, propane, warming devices, and open flames require advance written approval. Food must be prepared, stored, served, and disposed of in accordance with applicable requirements. No open flame is permitted inside the gymnasium.

7 Electricity and special needs. Electricity is limited and is not guaranteed. All electrical or accessibility requests must be submitted in advance. Approved cords must be grounded, safely covered, and placed as directed. The venue or Chamber may discontinue any setup considered unsafe.

8 Event changes. The Chamber may adjust hours, layout, programming, access procedures, or other operational details because of weather, safety, venue requirements, government action, or circumstances beyond its reasonable control. The Chamber does not guarantee attendance, sales, publicity, or exclusivity unless confirmed in writing.

9 Security and assumption of risk. The vendor is responsible for its property, money, products, equipment, employees, volunteers, and guests. The vendor assumes the risks associated with participation, including loss, theft, damage, injury, weather, loading, unloading, and public interaction.

10 Release indemnification and liability. To the fullest extent permitted by law, the vendor releases and agrees to defend, indemnify, and hold harmless The Greater Heights Area Chamber of Commerce, Resurrection Metropolitan Community Church, and their respective officers, directors, employees, agents, volunteers, and representatives from claims, liabilities, losses, damages, costs, or expenses arising from the vendor's participation, operations, products, conduct, personnel, or breach of this agreement, except to the extent caused by a released party's gross negligence or willful misconduct.

11 Removal. The Chamber may require correction of a violation or remove a vendor whose conduct, merchandise, display, or operations create a safety concern, disrupt the event, violate these terms, or harm the event or venue. Removal for a violation does not entitle the vendor to a refund.

12 Photography and promotion. The vendor authorizes the Chamber and its event partners to photograph or record the vendor's booth and event participation and to use that material for Chamber and event promotion without compensation. This permission does not authorize use of the vendor's logo outside event-related identification without consent.

Acknowledgment and Signature

By signing below, the vendor confirms that the information provided is accurate, has authority to enter this agreement, has read and accepts all terms, and will ensure that its employees, contractors, and volunteers comply with them.

Authorized vendor signature:	**Date:**
Printed name:	**Title:**
Chamber acceptance:	**Date:**
Amount received:	**Payment reference:**

PLEASE SUBMIT COMPLETED FORMS TO: communications@heightschamber.org.

For further information, please email president@heightschamber.org or call 713.861.6735 – Ext. 100.