



3<sup>rd</sup>-floor University of Houston-Downtown

VENDOR APPLICATION

Single Space \$75.00      6 foot table with 2 chairs

- ❖ Festival Date/Time: October 11-13, 2018 **Vending dates 12<sup>th</sup> & 13<sup>th</sup> only**
- ❖ MPAC Film Festival Committee reserves the right to reject any application.

**No Refunds will be issued**

Please list the items you plan to sell/display:

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Contact Information: (Please print clearly)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Enclosed is a check, money order or Pay pal payment in the amount of: \$ \_\_\_\_\_

**Payment can be made directly at [www.mpac-arts.org](http://www.mpac-arts.org) through the donate button.**

**I have read and agree to the Rules & Regulations governing the MPAC Film Festival.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*\*\* Returned checks or non-payment within 5 days of application will negate the above registration. \*\*\*\*\***

**\*\*\*\*\* All returned checks will be assessed a service charge of \$25.00**



## VENDOR RULES

- 1. All Vendors must notify MPAC no later than ten (10) business days before the event if they intend to sell items if not mentioned at the time of application submission.**
- 2. All Vendors will be provided with one 6 foot table and two chairs.**
- 3. Vendors must provide a solid plain black tablecloth for uniformity of the event, linen or cloth. Please check with MPAC rep to determine if the plastic is acceptable.**
- 4. Vendors must provide own means of cash or credit card sales which includes, having enough change, shopping bags, sales staff, storage in some cases and other related items.**
- 5. A volunteer will be provided for light labor for setup and tear down needs and crowd control.**
- 6. Vendors may display their logo only on banners that are free standing or on tablecloths. No hanging of banners on walls, windows or doors will be allowed.**
- 7. There will be no vendor set up during the conference without prior notification.**
- 8. MPAC is not responsible for securing storage or tables once the conference has started.**
- 9. Vendor display breakdown will be no later than 8 pm Saturday, October 13<sup>th</sup>.**
- 10. Only TV/Film industry vendors/companies will be allowed to display information or sell merchandise.**
- 11. If electrical needs are not guaranteed for your space. Advance notice of the type of equipment, use, voltage no greater than 110 and amperage must be provided to MPAC's vendor representative.**

### Contact info:

Payments by Mail: MPAC P.O. Box 88049 4110 Almeda #88049 Houston, Texas 77288

Phone 713-661-1225 Fax 713-583-9985 Email [admin@mpac-arts.org](mailto:admin@mpac-arts.org) Website [www.mpac-arts.org](http://www.mpac-arts.org)